

Program Manager – National Policy & Central Government Engagement

Start Date	Immediate	Duration	Long Term – six months with the possibility of extension
Location	Hanoi, Vietnam	Reports To	Team Leader

Palladium is a global development and consulting firm, part of the GSI Consulting Group, working alongside some of the world’s leading project management and engineering organisations. We partner with governments, businesses, investors and communities to design and deliver complex programs that create lasting impact. With a presence across more than 90 countries, Palladium offers the opportunity to work on meaningful challenges, alongside talented colleagues, in environments where your work can truly make a difference.

Program Overview

Aus4Adaptation is a partnership between the governments of Australia and Vietnam to work together in responding to the challenges of climate change facing the Mekong Delta. It complements other investments that Australia has already made in climate change adaptation.

Purpose of Position

The **Program Manager – National Policy & Central Government Engagement** is responsible for leading the design, coordination, and delivery of programs on national policy support, working closely with the Department of Climate Change and other central government agencies. The role ensures national level policy engagement is strategic, responsive, and effectively linked to subnational implementation and knowledge components of Aus4Adaptation.

Primary Responsibilities

The primary responsibilities of the Program Manager can be broadly described as follows:

National Policy Engagement

- Lead Aus4Adaptation’s engagement with the Department of Climate Change at the Ministry of Agriculture and Environment and relevant central government agencies.
- Support policy dialogue, coordination, and technical inputs related to climate adaptation, climate governance, and national priorities.
- Serve as the primary focal point for central-level government engagement under Component 1.

Design and Delivery

- Lead the planning and implementation of **Component 1: National Policy Support**

- Oversee early and pre-approval activities, including:
 - Climate M&E system review
 - Climate change law and regulatory studies
 - Preparation of knowledge exchange missions
- Ensure policy support activities are demand-driven and contribute to long-term impact and scalability.

Cross-Component Coordination

- Ensure strong alignment between national policy support (Component 1) and:
 - Regional and provincial implementation in the Mekong Delta (Component 2)
 - Knowledge, technology, and learning activities (Component 3)
- Provide policy guidance and advice to support sub-national initiatives and partnerships.

Program Management and Quality Assurance

- Contribute to program planning, monitoring, reporting, and risk management.
- Support the project leadership in engaging with DFAT and GoV on policy matters, approvals, and reporting.
- Ensure value for money, sustainability, and political-economy considerations are integrated into all activities.

Reporting Requirements

This role reports into the team and deputy team leaders, reporting requirements may include but are not limited to:

- Regular discussions to seek guidance and approval of technical activities and engagement
- Attendance at team meetings, other requested meetings and regional meetings
- Regular one to one meetings with their line manager on the status of personal Key Result Areas (KRAs), career development discussions and any other matters
- Palladium encourages flexible work practices to enhance wellbeing, productivity and team culture.

Qualifications and Experience Required

- Demonstrated experience in climate policy, environmental governance, or public sector reform, especially with the Ministry of Agriculture and Environment
- Strong experience working with Vietnamese central government agencies, especially with the Ministry of Agriculture and Environment
- Demonstrated ability to manage complex, multi stakeholder initiatives
- Knowledge of climate adaptation, climate finance, or climate governance is highly desirable
- Excellent written and spoken Vietnamese and English
- Proficiency in analysis tools; strong Excel and presentation skills
- Ability to work independently and manage multiple tasks
- Commitment to equity, diversity, and inclusion.

Core Capabilities

Palladium's Core Capability Framework for APAC Projects outlines the standard of performance and behaviours expected at each level within the organisation. It also provides a benchmark for assessing areas of potential strength as well as the identification of potential skill gaps or areas for development and improvement.

The Capability Framework forms the basis of how we recruit, how we lead and the behaviours we exhibit, how we manage performance excellence and develop our future workforce.

Our capabilities link to a number of other processes, policies and guidelines including:

- Performance management/ performance excellence - setting and maintaining standards and helping employees excel and develop
- Career Pathways including our Career Progression Framework
- Organisational design – identifying any skills gaps, outlining job roles and responsibilities
- Development, growth, learning, and training
- Sustainable business – going beyond compliance to ensure sustainable and ethical considerations are woven throughout everything we do. This aligns equity, diversity and inclusion; safeguarding; and environmental objectives