



Australian Government  
Australian Centre for  
International Agricultural Research



# Job information pack



# APS5 Program Support Officer Vacancies

(Make a difference in the world. Work at ACIAR)

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Position Number:	Multiple positions
Classification:	APS Level 5
Salary:	\$88,555 - \$91,972 plus 15.4% superannuation
Branch:	Research
Location:	From July 2025, ACIAR headquarters will move to <b>Barton, ACT</b>
Employment Type:	Ongoing and/or non-ongoing term of up to 18 months with the possibility of becoming ongoing

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***Support us to grow food efficiently, improve human nutrition, empower women and girls, reduce poverty, and manage natural resources sustainably.***

The Australian Centre for International Agricultural Research (ACIAR) is a statutory agency within the Australian Government's Foreign Affairs and Trade Portfolio. It operates under the *Australian Centre for International Agricultural Research Act 1982*.

ACIAR invests in collaborative research and knowledge-sharing partnerships to improve the livelihoods and resilience of smallholder farming, fishing and forestry communities in Africa, South Asia and the Indo-Pacific. We work with governments and institutions to grow food more efficiently, increase food system resilience, improve human nutrition, empower women and girls, reduce poverty, and manage natural resources sustainably. Our partnerships prioritise economic, social and environmental benefits for partner countries, and contribute to the development of our international and Australian partner institutions' research, policy and leadership capabilities. Further information on our current projects, programs and priorities can be found at <https://www.aciar.gov.au/>.

While ACIAR is supportive of flexible working arrangements, this position requires face-to-face contact at our headquarters in Canberra.

## About this exciting opportunity

ACIAR is a small agency with a domestic and international focus. It comprises three branches: Research, Partnerships and Corporate. The Research branch comprises three science streams and capacity development.

A career in the Research branch offers a unique opportunity to contribute to meaningful international development in a collaborative and supportive environment. The role supports rigorous scientific research and program development initiatives that address critical agricultural challenges. By focusing on areas such as nutrition, climate resilience, and improving the livelihoods of smallholder farmers, you will ensure ACIAR's efforts are impactful and aligned to the government's development objectives. If you're passionate about making a difference, want to be part of a branch that drives positive change, interested in pushing technical and policy boundaries, and value working within a talented and respected team, we encourage you to apply.

**We are seeking multiple high performing and motivated individuals to join our team in ongoing & non-ongoing roles.** In these roles you will collaborate across a dynamic team to provide administrative assistance in project design and implementation, coordinate contract preparation, assist with project monitoring, and contribute to financial reporting. These are diverse roles with opportunities for professional growth and development.

#### **DUTIES INCLUDE:**

Under the general direction of the Senior Program Officer, the Program Support Officer will:

1. Build collaborative relationships across ACIAR and with external stakeholders to support the effective delivery of research projects, while respecting cultural sensitivities and complexities.
2. Provide program administrative support and monitoring, dealing promptly with program matters. Monitoring project budgets and deliverables, processing invoices, acquittals, and preparing correspondence, reports and tracking information.
3. Monitor contractual documentation with Australian and international partners, maintaining a well-developed understanding of obligations in accordance with Australian Government procurement and contract framework to provide advice to Program Manager.
4. Provide policy advice to project teams in the development of their project budgets, monitoring financial milestones throughout the project lifecycle and initiating investigations where required.
5. Maintain and ensure the quality of project information in ACIAR's systems, adhering to policies and procedures.
6. Contribute to the effectiveness and productivity of the research team by assisting new staff and demonstrating flexible and cooperative work practices within a small team environment.
7. Demonstrate adaptability and flexibility within ACIAR research programs by aiding in the improvement in quality and efficiency of work practices within program services.

#### **Eligibility**

- **Australian Citizenship** - our successful candidate must be an Australian citizen.
- **Security clearance** - our successful candidate will be required to obtain and maintain a Baseline security clearance.

#### **Contact**

After reading this "*Information Pack*" should you require additional information you are encouraged to contact **Susan O'Connell**, Senior Program Officer, [Susan.OConnell@aciar.gov.au](mailto:Susan.OConnell@aciar.gov.au) or 0481 454 550.

#### **What you'll need to excel in these challenging roles (*selection criteria*)**

Our successful Program Support Officers will possess:

1. High-level organisational and administrative skills, with the ability to:
  - i. achieve results by prioritising and managing competing tasks
  - ii. provide high-quality service to clients
  - iii. investigate, understand and interpret information from a range of sources
  - iv. maintain accurate records and documentation

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2. Demonstrated understanding of effective program and project management and the ability to apply straightforward policy and procedural frameworks.
  3. Ability to develop and maintain positive working relationships with internal and external stakeholders including well-developed interpersonal, liaison and negotiation skills.
  4. Strong oral and written communication skills, including the ability to analyse information and prepare quality documents, draft funding agreements and reports, and present messages clearly and concisely.
  5. Experience using financial management systems and databases, and competent in using Microsoft office applications such as Excel and SharePoint.

### **What we need from you**

Tell us in 800 words or less why you are the right person, what you can offer, and how your skills, knowledge or experience are relevant to the role. Please note there are two options for uploading your pitch; you can input your pitch into the covering letter textbox or upload as an attachment (PDF preferred).

Try not to duplicate information that can already be found in your resume but do highlight any specific examples or achievements that will demonstrate your ability to perform the role. Please attach a concise resume (PDF preferred) which clearly outlines your work experience, educational qualifications, and relevant skills.

Please also provide two referees who can attest and validate your credentials and suitability for the role.

*NB: All ACIAR employees demonstrate a commitment to the APS Code of Conduct and Values, as well as to workplace diversity and workplace health and safety. It is also expected that ACIAR employees will have appropriate cross-cultural sensitivities.*