



Australian Government
Australian Centre for
International Agricultural Research

CANDIDATE INFORMATION PACK

This pack provides some general information about the Australian Centre for International Agricultural Research (ACIAR), and items you might find useful when applying for a position with ACIAR.

It is impossible to include everything you might want, so please contact us if you need any more information. You can visit our website or contact the person whose name is given as the contact officer for the position you are interested in.

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1. ABOUT ACIAR

ACIAR is an Australian Government statutory authority that operates as part of Australia's Development Assistance Program within the portfolio of Foreign Affairs and Trade. It was established in 1982 to assist and encourage Australia's agricultural scientists to use their skills for the benefit of developing countries as well as Australia. It contributes to Australia's Aid Program objectives of advancing Australia's national interest through poverty alleviation and sustainable development.

ACIAR's Vision

ACIAR looks to a world where poverty has been reduced and the livelihoods of many improved through more productive and sustainable agriculture emerging from collaborative international research.

ACIAR's Mandate

ACIAR's mandate is to:

- formulate programs and policies with respect to agricultural research to address problems in developing countries
- commission agricultural research by people or institutions in accordance with those programs and policies
- communicate the results of that research
- establish and fund training schemes related to the research programs
- conduct and fund development activities related to the research programs
- fund international agricultural research centres.

Since 1982 ACIAR has coordinated, managed and cooperated in over 700 research projects in more than 30 countries in Asia, the South Pacific, Africa and the Indian subcontinent. This has involved over 150 overseas organisations working in collaboration with more than 50 Australian research bodies.

Where ACIAR Operates

ACIAR projects focus on problems that are widespread, within a country or across regions. Currently there are bilateral projects under way in around 30 developing countries, mostly in the Asia-Pacific region.

2. THE BENEFITS OF WORKING IN ACIAR

We offer a wide range of employment benefits designed to support your work and wellbeing. We are committed to continuously enhancing our policies and initiatives to help attract and retain a diverse workforce and support work-life balance.

Pay Rates

ACIAR pay rates and employment conditions are set out in the ACIAR Enterprise Agreement. The current Enterprise Agreement is available on our website.

Office Amenities

All staff at ACIAR have access to a secure bicycle shed and showers located in the basement of our building.

Salary Packaging

You may be able to salary package some items such as additional contributions and motor vehicles through our salary packaging provider - Smart Salary

Learning and Development

We encourage employees to work with their supervisors to identify learning and development needs and pursue relevant development through training, capability programs, seminars and conferences. We also offer study assistance provisions to support formal qualifications where relevant to ACIAR's needs.

Other benefits

Other benefits include:

- an attractive superannuation scheme;
- flexible working hours;
- four weeks annual leave;
- 18 days personal leave, incorporating sick and carer's leave;
- paid maternity and parental leave;
- three months long service leave after 10 years;
- reimbursement of healthy lifestyle initiatives;
- free tea and coffee;
- an Employee Assistance Program;
- access to Health and Wellbeing initiatives; and
- access to early intervention initiatives

We are conveniently located close to childcare facilities and public transport.

3. ACIAR VALUES, PEOPLE AND CULTURE

Our values influence how we work and underpin the development of workplace culture. At ACIAR we are committed to demonstrating and upholding the APS Values and Code of Conduct as reflected below in the ACIAR values.

ACIAR Values

Impartial

ACIAR is apolitical and provides stakeholders with advice that is frank, open, fair, honest, timely and based on the best available evidence.

Committed to Service

ACIAR exemplifies scientific and professional excellence, is objective, innovative and efficient and works collaboratively to achieve the best results for Australian and International communities and the Government.

Accountable

ACIAR is open and accountable to the Australian and International communities under the law and within the framework of Ministerial responsibility.

Respectful

ACIAR respects all people, including their rights and their heritage.

Ethical

ACIAR demonstrates leadership, is trustworthy and acts with integrity in all that it does.

Stewardship

ACIAR builds its capability and institutional knowledge, and supports the public interest now and into the future, by understanding the long-term impacts of what it does.

ACIAR Culture

In upholding our values, we aspire to be:

- Partnership brokers, committed to partnerships that help reduce poverty.
- Leaders, pursuing excellence through innovation.
- Collaborators, building on our partnerships to succeed in our mission.
- Compassionate, mindful of the impact we have on others.

ACIAR People

With shared values we can foster our culture and develop our capability to deliver on government priorities in a dynamic and changing workplace.

Our people priorities are:

- To strengthen work health and safety systems to effectively manage risks in the workplace.
- Enhance capability by developing a skilled and diverse workforce to deliver on our mission.
- Foster a culture of wellbeing to encourage engagement in the workforce.
- Maintain a workplace that embeds our Values and encourages participation.
- Uphold the APS Values, Employment Principles and Code of Conduct.
- Continue to demonstrate our commitment to accessibility and inclusion in the workplace

APS Code of Conduct

All APS employees are required to comply with the APS Code of Conduct, which is set out in section 13 of the *Public Service Act 1999*. The Code outlines the standards of behaviour expected of APS employees, including

acting with integrity, care and diligence, treating people with respect, complying with lawful and reasonable directions, managing conflicts of interest and upholding the [APS Values and Employment Principles](#). Candidates and employees should refer to the current APS Code of Conduct published by the Australian Public Service Commission for the most up-to-date requirements.

4. APPLYING FOR VACANCIES IN ACIAR

If you are interested in applying for a vacancy in ACIAR, here are some hints to help you prepare a strong, accurate application. Your application will be assessed on the basis of merit. For ACIAR vacancies, your application should comprise:

- Completed online application form and the following as PDF attachments (unless otherwise specified in the advertisement):
 - A concise resume; and
 - A one-page pitch describing your suitability for the role and outlining how your skills, knowledge, experience and qualifications meet the advertised role requirements, including the selection criteria/capabilities. Please ensure your response is within the specified word limit.
Note: Applicants may submit their pitch either by entering it in the “Covering Letter” section of the online application form or by uploading it as a PDF. Submission through one method only is sufficient.
 - Educational Qualifications (ONLY if outlined as a mandatory requirement of the role)
 - Within the application form you will need to provide the details of two referees who can attest and validate your credentials and suitability for the role

People are our most important asset. We pride ourselves on our positive, supportive and inclusive workplace culture that nurtures talent and encourages employees to achieve their full potential. We welcome applications from Aboriginal and Torres Strait Islander people, people from diverse backgrounds and people with disability to apply.

Please Note: Applications must be submitted via the ACIAR Careers page by the closing date, applications received outside of the system are unable to be considered.

Merit-based recruitment

Recruitment decisions in the Australian Public Service are made on the basis of merit. This means your application should provide clear, accurate and work-related evidence that demonstrates how your skills, abilities, experience and qualifications meet the requirements of the role.

Using Artificial Intelligence (AI) tools in your application

In line with the APSC Principles for candidate use of AI in recruitment, you may choose to use artificial intelligence (AI) tools to support your participation in the recruitment process (for example, to help draft or refine your resume or written application, or to prepare for interview), unless the job advertisement or contact officer advises that AI use is not permitted for a particular assessment activity. If you use AI, you must remain transparent, authentic and truthful. You are responsible for ensuring that anything you submit is factually correct and a genuine representation of your own experience, capability and work.

- Follow all instructions in the job advertisement and Job Information Pack (including any stages that require your own unaided work).
- Do not use AI to invent, exaggerate or misrepresent your experience, qualifications, achievements or answers.
- Review, edit and personalise any AI-assisted text so it reflects your own voice, examples and evidence.
- Be prepared to discuss and substantiate any claims in your application during later assessment process (for example, interview, referee checks or work sample tasks).
- If asked, disclose whether (and how) you used AI as part of your application and avoid entering personal, sensitive or classified information into public AI tools.

Job Information Pack and Structuring your Statement of Claims

The Job Information Pack contains an overview of ACIAR and describes the position, duties and the capabilities (selection criteria) you are required to demonstrate in order to undertake the position. To produce the best possible application, you need to have a good understanding of the skills and requirements of the advertised position. You must demonstrate to the selection panel that you can competently meet the essential requirements of the position and perform the associated tasks.

Within your statement of claims your focus should be on demonstrating how you meet the capability requirements of the role, these are identified under *“What you’ll need to be successful”* subheading. A strong application makes linkages between the selection criteria, the position and duties to draw out your transferable skills. We recommend using examples to demonstrate your skills and experience and the STAR Method to structure your response.

We recommend reviewing [Cracking the Code](#) the APSC Guide to *“How to apply for jobs in the Australian Public Service”*.

Remember ...

- Read and follow any instructions provided in the job advertisement or Job Information Pack
- Brainstorm with others to identify examples of your past behaviours/scenarios that will highlight your competencies
- Include examples that highlight achievements and outcomes
- Check your spelling and grammar

Some Basic Rules When Applying for a Position

- Gather your information early
- Obtain the Job Information Pack immediately
- Make sure you can demonstrate with evidence that you meet all the requirements of the role
- Plan your application and research the organisation
- Do not leave it to the last minute to apply - deadlines are normally non-negotiable
- Detail your skills, capabilities and experience and provide written evidence

- Ask another person to proofread your application
- Make sure there are no grammatical or spelling errors in your application

RecruitAbility

RecruitAbility applies to all ACIAR Vacancies. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information see <https://www.apsc.gov.au/working-aps/diversity-and-inclusion/disability/recruitability>

Reasonable Adjustments

If you identify as a person with [disability](#), you are able to request a reasonable adjustment at any stage of the recruitment process by emailing the contact officer identified in the Job Information Pack.

5. UPON ENGAGEMENT *(post recruitment information for successful candidate/s)*

Like other Australian Government departments and agencies, our work is governed by the *Public Service Act 1999* and employment conditions are reflected in our Enterprise Agreement. There are some eligibility and legal requirements that you should be aware of when applying for positions with us.

Probation

Probation is a six-month period that supports new employees as they settle into their role, ACIAR and, where relevant, the Australian Public Service. It provides an opportunity for you and your supervisor to discuss expectations, performance, conduct, attendance and any support or development needed during the early stages of employment. Your supervisor will formally assess your progress at three and six months before your employment is confirmed.

Citizenship

The *Public Service Act 1999* requires all people joining the Australian Public Service to be Australian citizens.

As a general rule, to be offered a position with ACIAR, it is a requirement that you be an Australian Citizenship or a Permanent Resident that has applied for citizenship that will receive their Australian Citizenship certificate prior to commencement. In the event you have not received your Australian Citizenship, but were assessed as suitable at the end of the selection process, you may be placed in a merit pool and eligible to be offered a position for similar vacancies across the APS over the next 18 months from the date of advertising. However, to be employed and engaged from the merit list you will need to have obtained Australian Citizenship.

In exceptional circumstances the CEO may waive the citizenship requirement where the market has been tested and no suitable candidate identified to fill an executive level position.

Redundancy Benefit

There may be restrictions on the employment of people who have accepted a redundancy benefit from an Australian Government employer within the previous 12 months.

Health Assessment

New employees may be required to undergo a health assessment to determine their fitness to carry out the duties of their position. We will arrange a medical appointment for you with Health Services Australia or the Travel Doctor in the event an offer of employment is made.

Pre-Employment Checks

We will conduct a number of pre-employment checks prior to your commencement. As part of the process, you will be required to supply 100 points proof of identity in the form of certified identity documents as per the below:

You must supply at least one **Primary Document**:

- Australian Passport
- Australian Citizenship Certificate
- **Full Birth Certificate** (not birth certificate extract)
 - If you were born in Australia on or after 20 August 1986, you can prove your citizenship by showing us:
 - an Australian citizenship certificate in your name, or
 - an Australian passport issued in your name on or after 1 January 2000 that was valid for at least two years, or
 - documents that prove you're a *citizen by birth*.
- Marriage Certificate (Australian Registry issue only)
- Change of Name Certificate (Australian Registry issue only)
- Current foreign passport
- Driver's license
- Current (Australian) Tertiary Student Identification Card
- Photo identification card issued for Australian regulatory purposes (e.g. Aviation/Maritime Security identification, security industry etc.)
- Medicare card
- educational qualification/s (*if a mandatory requirement of role* i.e RPM).

Some roles at ACIAR require the successful candidate to hold and maintain a security clearance. Where this applies, the requirement will be outlined in the Job Information Pack. You may be required to provide information relevant to your eligibility and suitability for a security clearance as part of the pre-employment screening process. Failure to obtain or maintain the required clearance, or to adequately disclose relevant information, may affect your eligibility for employment or result in an offer of employment being withdrawn.

If you have not obtained the required security clearance before your proposed commencement date, or cannot provide evidence that you have submitted the necessary documentation to the Australian Government Security Vetting Agency (AGSVA), the delegate may decide to employ you subject to conditions. This may include a requirement to provide evidence that you have submitted the necessary documentation to AGSVA within 14 calendar days of your commencement date.