



Australian Government

**Australian Centre for
International Agricultural Research**

POSITION PROFILE

Position Number:	99103
Classification:	APS 6, Full-time, Ongoing
Salary:	\$77,564 - \$85,905, plus 15.4% super
Title:	Project Officer, External Donor Funding
Supervisor:	GM, Global Programs - PN 99903
Security Clearance:	Baseline

About Us:

ACIAR's diverse, high quality program of collaborative research, development and training, contributes to the goals of the Australian aid program and cultivates Australia's research strengths. ACIAR's program is developed and implemented in close collaboration with relevant Australian Government agencies, especially the Department of Foreign Affairs and Trade, and overseas and Australian research partners.

Operating under the *ACIAR Act 1982*, ACIAR is part of Australia's development assistance program, fostering international agricultural research and development partnerships that result in more sustainable agricultural systems, higher incomes and strengthened food security, particularly in the Indo-Pacific region.

ACIAR manages a research portfolio with annual expenditure exceeding AUD\$100m per annum, which is more than matched by partners at project and program levels, across more than thirty countries in the Indo-Pacific region. Over the last 35 years, ACIAR has evolved a highly successful and respected partnership model, working closely as a broker between partner governments and Australian research providers to design, invest, manage and evaluate research and capacity-building initiatives to tackle complex challenges facing all governments in the region - including food, water and energy security - against a backdrop of changing climates and demographics.

ACIAR's headquarters are located in Bruce (Canberra).

Further information on our current projects, programs and priorities can be found on our website at <http://aciarc.gov.au/>

Profile:

This position has responsibility for the administrative coordination and stakeholder liaison of external donor funding arrangements (active and pipeline) across the agency. Reporting to the General Manager Global Programs (GP) the position will liaise with internal stakeholders (GM

Country Programs, Research and other Program Managers and the Chief Finance Officer) to effectively coordinate and report on the operating status of external donor funding partnerships, with a particular focus on DFAT RoUs. The position will also liaise with external partners (DFAT, other donors and funding recipients) to ensure ACIAR provides a skilled point of contact for all co-investment donor enquiries. The occupant will establish processes to ensure robust risk management of ACIAR co-investments. It is essential that the occupant has excellent organisational, analytical, project management and interpersonal skills.

Duties:

1. Develop a risk assessment for each external funding agreement and monitor the mitigation steps identified to manage risks. Report emergent risks to SMT through GM GP.
2. Contribute to revisions of the RoU Head Agreement and pro-forma Schedule between ACIAR and DFAT, to maintain relevance and currency.
3. In conjunction with program managers, prepare/review draft funding agreements and variations, ensuring they are consistent with any pre-agreed schedules and comply with ACIAR requirements (such as management fees).
4. Liaise with ACIAR program managers to ensure timely delivery of key milestones and invoices within the funding agreement and to ensure the agreement remains current until all expenditure of funds is completed.
5. Monitor payments received from external donors and follow up on late payments.
6. Monitor expenditure budgets for each agreement to ensure funding is available, including ACIAR's co-investment, identifying potential slippages in expenditure or cost overruns to ensure appropriate management of impacts on individual agreements, ACIAR co-funding, and ACIAR management fee income. Ensure that ACIAR management fees are correctly calculated and recorded.
7. Contribute to the management of GP research and CGIAR activities, including the receipt of annual reports and acquittals, prompt payments and support for project meetings and other activities.
8. Contribute to the development and implementation of Global Program co-investment activities, including the IDRC partnership.
9. Support the GMGP in the management of strong relationships with project partners and stakeholders (both research and investment partners), and in implementing strategies to engage new donor stakeholders

SELECTION CRITERIA

Australian Public Service Level 6 Project Officer, External Donor Funding Position No 99103

1. Demonstrated high-level organisational, contracting, financial and administrative skills, including the ability to:
 - achieve desired results by prioritising and simultaneously managing a number competing tasks, planning and organising work;
 - provide high quality service to clients;
 - obtain and evaluate information from a range of sources;
 - provide a comprehensive range of program support functions; and
 - maintain accurate records and documentation.
2. Demonstrated effective project management and activity/cluster coordination skills.
3. Demonstrated ability to develop and maintain highly productive working relationships with internal and external stakeholders and well-developed interpersonal, liaison and negotiation skills. This includes liaison with governments and private sector, non-government and international organisations.
4. Excellent oral and written communication skills including:
 - the ability to synthesise and analyse information and prepare high quality documents,
 - draft funding agreements/ variations and reports for internal and external audiences.
5. Demonstrated ability to represent ACIAR in areas of responsibility, use initiative and work independently showing good judgement.
6. Demonstrated ability to manage and use financial systems and databases. Competent usage of Microsoft office applications including Excel and SharePoint.

Highly Desirable

7. Experience in coordinating or managing donor funding schemes in similar organisations.

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