



Australian High Commission Nairobi

ACIAR – Assistant Manager - LE 5

The Australian High Commission is seeking a suitably experienced and qualified person to fill the position of Assistant Manager with the Australian Centre for International Agricultural Research (ACIAR).

ACIAR's office in Nairobi has the responsibilities for the effective delivery of the ACIAR program in Eastern and Southern Africa. The office provides support to ACIAR-managed collaborative research and development partnerships through liaison, coordination, representation and administrative activities. ACIAR's headquarters are located in Canberra, Australia with ten regional/country offices in the Asia-Pacific and Africa.

ACIAR has a small team of local personnel as part of the team to manage ACIAR's program in Eastern and Southern Africa. The office manages key government relationships with research agencies in the region, key donor relationships and interacts with ACIAR research program managers and commissioned and collaborating research organisations.

The Assistant Manager (AM) provides support and inputs to the ACIAR project cycle, working closely with and under guidance from the ACIAR Regional Manager, Kenya and Canberra-based Research Program Managers so that ACIAR's projects and programs are appropriately targeted and managed.

The key responsibilities of the Assistant Manager role include, but are not limited to:

- Assisting with identifying and appraising potential new projects and programs
- Providing technical and general support for the ACIAR research programs and project partners including supporting visits by ACIAR staff
- Preparing the draft office budget and monitoring expenditure.
- Contributing to the annual operational plan for the country office and monthly reports.
- Preparing appropriate and timely administrative and financial reporting and responses to clients.
- Supporting the John Allwright and the John Dillon Fellowship processes.
- Drafting briefing materials and press releases and attending meetings and workshops as required.
- Building, supporting and maintain a strong network of stakeholders
- Assist Regional Manager with day to day management of office operations and provide routine administrative support.

Qualifications/Experience

- Tertiary level qualifications (or equivalent experience), preferably in Agriculture, agricultural research or a related field
- Desirable - minimum three years' relevant experience.

Selection Criteria

1. Demonstrated expertise and achievement in program support or management and review of programs/activities.
2. Good oral and written communication skills.

3. Project management skills with supporting skills in finance management, contract management, communication, negotiation and representation.
4. Research and analytical skills with a practical focus.
5. Sound judgment, problem solving skills, initiative and a results orientation.
6. Strong interpersonal skills and ability to coach others working in a small team environment.

Applications including **a statement of claims addressing the selection criteria** and **a resume**, must be submitted by 19th of August 2018 to Nair.admin@dfat.gov.au

Late applications will not be accepted. Only shortlisted candidates will be contacted.