

Position Description – ACM – June 2016

Agency	ACIAR
Position number	11422
Title	Assistant Country Manager
Classification	LE5
Salary	Commencement salary is in the range of US\$1,385 to US\$1,745 gross monthly based on level of skills and experience
Division/Section	Country/Regional Programs
Reports to	Regional Manager

About the Australian Centre for International Agricultural Research (ACIAR)

ACIAR is part of Australia's aid program, fostering international agricultural research and development partnerships that will result in reduced poverty, more sustainable agricultural systems and greater food security. ACIAR's program is developed in the context of the broader Australian Government's aid program and implemented in close collaboration with relevant Australian government agencies and with research partners in Australia and overseas.

Its office in Vientiane has the responsibilities for the effective delivery of the ACIAR programs in Laos, Cambodia, Myanmar and Thailand. The office provides support to ACIAR-managed collaborative research and development partnerships through liaison, coordination, representation and administrative activities. It also manages key strategic relationships with governments, research agencies, donors and other development partners. It interacts with ACIAR research program managers and commissioned and collaborating research organisations.

ACIAR headquarters is located in Canberra, Australia with eight regional/country offices in the Asia-Pacific and Africa. Further information on our current projects, programs and priorities can be found on our website at <http://aciarc.gov.au>.

About the position

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

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

- Assist the ACIAR Regional Manager in the briefing of project personnel, government officials and collaborating institutions on ACIAR policies and procedures
- Build and maintain networks with personnel in key local research institutions and Government line agencies, to ensure further development and facilitation of ACIAR's projects
- Assist the Regional Manager and senior ACIAR Canberra staff and partner country authorities by facilitating and supporting relevant intergovernmental meetings

- Liaise with government agencies so as to ensure effective program implementation
- Promote ACIAR's postgraduate and research management awards to relevant national institutions and provide support to potential applicants
- Assist in arranging key government contacts for the signing of Memoranda of Understanding (MoUs), project arrangements and other formal documentation
- Provide advice and assistance to ACIAR project personnel on matters of protocol, processes and local traditions/ culture
- Assist in making accommodation and in-country travel arrangements for ACIAR personnel visiting the region, including accommodation, visa and passport requirements, airline ticketing etc.
- Provide advice and guidance when projects are arranging and running workshops, conferences
- Prepare FMA and manage payments for goods and services of office expenditure
- Assist the Regional Manager in coordinating information exchanges between the region and Australian research institutions, scientists and officials involved in ACIAR projects and maintain office databases, files and reference materials
- Obtain information as appropriate for ACIAR, Canberra and Australian collaborating institutions
- Provide assistance to the Regional Manager in briefing the Head-of-Mission, DFAT Development Cooperation staff and other agencies on ACIAR's programs and projects as required
- Assist with the preparation of the ACIAR reports and other publicity materials
- Undertake interpreting and translation related duties as required.

Qualifications

- Tertiary level qualifications, preferably in agriculture, rural development, social development or related field
- Minimum three years' relevant experience
- Strong fluency in both English and Lao languages and superior written and oral communication skills in both languages
- High level interpersonal and liaison skills and the ability to communicate effectively
- An interest in, and understanding of, Australian society and culture.