

## Position Description – Vientiane – October 2014

<b>Agency</b>	ACIAR
<b>Position number</b>	11422
<b>Title</b>	Assistant Country Manager
<b>Classification</b>	LE5
<b>Division/Section</b>	Laos
<b>Reports to</b>	Regional Manager (Laos)

### About the Australian Centre for International Agricultural Research (ACIAR)

Operating under the *ACIAR Act* 1982, 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, especially the Department of Foreign Affairs and Trade (DFAT), and with research partners in Australia and overseas.

ACIAR's headquarters are 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 ACIAR – Laos

ACIAR's office in Laos currently has the responsibility for effective delivery of the ACIAR program in Laos, Cambodia and Thailand as well as providing strategic guidance to the country programs in Vietnam and Burma where we have additional staff. The office provides support to ACIAR-managed collaborative research and development partnerships through liaison, coordination, representation and administrative activities.

The office manages key relationships with Lao, Cambodian and Thai government research and development agencies, universities, key donors, industry bodies and the private sector and interacts with ACIAR research program managers and commissioned and collaborating research organisations.

The research partnerships are focussed on achieving more productive and sustainable agricultural systems, for the benefit of developing countries and Australia, through international agricultural research partnerships.

### About the position

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

The key responsibilities include, but are not limited to:

- Assisting the RM throughout the project cycle to: identify possible projects; develop and implement the projects (including ensuring the Memoranda of Understanding and Memoranda of Subsidiary Arrangements are signed and project teams are supported), visit projects to monitor progress against objectives; and, where appropriate, undertake initial impact appraisals.
- Providing technical and general support for the ACIAR research programs and project partners including supporting visits by ACIAR staff, the Commission and the Policy Advisory Council (and occasionally for new Australian project leaders) and with the organisation of country consultation processes; coordinating human resources, funds and other logistical requirements.
- Preparing the draft office budget and monitoring expenditure.
- Contributing to the annual operational plan for the country office and to the monthly reports for submission to ACIAR in Canberra.
- Preparing appropriate and timely administrative and financial reporting and responses to clients of the country office.
- Supporting the John Allwright and the John Dillon Fellowship processes.
- Communicating ACIAR successes to the wider population, including drafting briefing materials and press releases and attending meetings and workshops as requested.
- Networking and communicating with ACIAR stakeholders to share ACIAR experiences and to learn about stakeholders' objectives, strategies and experiences, as requested.

#### **Qualifications/Experience**

- Tertiary level qualifications, preferably in Agriculture or related field
- At least three years' relevant experience.

## **LE5 Capabilities**

### **1. Supports and contributes to strategic direction**

- identifying the relationship between agency goals and operational tasks
- drawing on information from diverse sources
- using results of analysis and judgement to develop advice and recommendations
- identifying problems and working towards resolution

### **2. Achieves results**

- drafting plans and timeframes for project implementation
- responding positively and flexibly to change and uncertainty
- monitoring project progress and managing priorities
- reviewing project performance
- identifying opportunities for improvement

### **3. Values teamwork and builds partnerships**

- actively listening to stakeholders
- involving others and recognises contributions
- developing and sustaining working relationships with others
- recognising different working styles of individuals

## **Selection Criteria**

1. Demonstrated expertise and achievement in management and review of programs/activities
2. Project management skills with supporting skills in finance management, contract management, communication, negotiation and representation
3. Research and analytical skills with a practical focus
4. Sound judgment, problem solving skills, initiative and a results orientation
5. Strong interpersonal skills and sound leadership skills
6. Tertiary qualifications and/or demonstrated expertise in relevant fields desirable.

**4. Exemplifies personal drive and integrity**

- persevering to achieve goals in the face of obstacles
- remaining calm and in control under pressure
- coping effectively with setbacks
- acknowledging mistakes and learning from them

**5. Communicates and works with influence**

- gaining support and commitment from others for objectives
- understanding desired outcomes
- applying a range of tactics to achieve solutions that attempt to meet interests of all parties
- checking own understanding of others' comments

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