

Assistant Manager – Australian Centre for International Agricultural Research

AGENCY	Australian Centre for International Agricultural Research (ACIAR)
POSITION NUMBER	TBC
POSITION TITLE	Assistant Manager, ACIAR
CLASSIFICATION	LE6
SECTION	ACIAR, Cambodia
REPORTS TO (TITLE)	ACIAR Regional Manager, Laos/Cambodia/Myanmar/Thailand

About the Australian Centre for International Agricultural Research (ACIAR)

The ACIAR regional office in Vientiane, Laos is responsible for the effective delivery of the ACIAR program with Laos, Cambodia, Myanmar and Thailand. The office provides support for ACIAR-funded collaborative agricultural research and development partnerships in the region through liaison, coordination, representation and administrative activities.

Across the globe, ACIAR has small teams of locally engaged staff who manage ACIAR in-country programs. The offices manage key development partner and government relationships in-country and interact with ACIAR research program managers, outreach and capacity development teams and commissioned and collaborating research organisations.

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

About the position

Under the limited direction of the Regional Manager, the Assistant Manager (AM) works with reasonable autonomy and accountability on a range of complex initiatives to ensure that ACIAR supported projects and programs are appropriately targeted, promoted, and managed. The position is responsible for providing policy advice, reporting and supporting management of research and capacity development partnerships in Cambodia. The Assistant Manager supports, monitors, analyses and provides strategic and tactical advice relevant to program effectiveness, policy dialogue, strategic partnerships and broader ACIAR interests. The Assistant Manager works in close collaboration with the Regional Manager who is based in Laos.

The key responsibilities of the position include, but are not limited to:

- Provide accurate and specialised advice on and contribute to innovations that will enable further development and/or deepening of research and capacity building partnerships in the country.
- Contribute to the development of strategic and operational plans, and identification of country priorities in consultation with in-country partners and ACIAR.
- Collaborate with the Regional Manager to facilitate the in-country elements of the ACIAR project cycle, including identification of country-centric research priorities, project development, appraisal, implementation, monitoring, review and impact assessments. To achieve this, the AM supports the development and management of key internal and external stakeholder relationships, including ACIAR colleagues, Commissioned Organisations, in-country partners and whole of government partners within the Post.
- Coordinating in-country risk assessment and risk management activities for projects being developed, and monitoring opportunities and risks and providing accurate and specialised problem-solving advice to the Regional Manager and ACIAR Colleagues.
- Managing the in-country capacity development and alumni engagement processes and activities (including the John Allwright and John Dillon Fellowships) and engaging with the Capacity Development team in ACIAR headquarters to identify opportunities to develop stakeholder engagement plans and continuously improve the program.
- Liaising with internal and external stakeholders to support visits through providing logistical support and advice to Cambodia and visits by delegations from Cambodia, supported by ACIAR to Australia and to other countries.
- Supporting the Regional Manager with day-to-day management of office operations, through the provision of administrative duties for the ACIAR office in Cambodia and the broader ACIAR regional program, including drafting of complex correspondence and program reporting.
- Ensuring compliance to Australian legislative, financial and administrative frameworks, ACIAR Headquarters and Post guidelines and regulations, manage financial reporting and analysis activities. This includes drafting the office budget, monitoring expenditure, preparing appropriate and timely administrative and financial reporting.
- Representing the ACIAR Regional Office in external and internal meetings and events by promoting its priorities and interests, as may be deemed appropriate by the Regional Manager.
- Support outreach and public communications on the ACIAR Cambodia research and capacity building partnerships including through contribution to the Stakeholder Engagement Plan, drafting of briefing materials and reports that meet ACIAR and Post standards and reviewing communications materials.

Qualifications/Experience

- A qualification in a relevant field such as agriculture, rural development or international development is desirable but not mandatory.

- Previous experience in a relevant field is desirable but not mandatory. Experience in program/project management, financial management, contracting, negotiation and representation would be an advantage.
- An understanding of Australian legislative, financial and administrative frameworks and related guidelines and regulations would be an advantage.
- Demonstrated ability to build and maintain productive relationships with senior level researchers and policy makers in Cambodia, especially in the agriculture, forestry, fisheries and natural resources sectors (government, universities, private sector and NGOs).
- Experience and skills in administrative work related to managing an outpost office, including ability to prepare reports and correspondence, and financial management skills.
- A sound understanding of agricultural development/rural development/natural resource issues and priorities in Cambodia.
- Demonstrated knowledge of the research institutional structures and networks in Cambodia (government, university, private sector, and NGOs).
- Capacity to work independently, and as part of a small team; demonstrated ability for exercising initiative, sound judgment, problem solving skills, and a results orientation.
- Strong interpersonal skills and ability to support and coach others within the country network, within a diverse and inclusive work culture.
- Well-developed oral and written communication skills in English and Khmer
- Strong computer literacy and proficiency in Microsoft Office applications.