



Australian High Commission Fiji

ACIAR Administrative Assistant (Pacific and PNG), LE4

The Australian High Commission is seeking a suitably qualified and experienced person to fill the above position with the Australian Centre for International Agricultural Research (ACIAR). The suitable candidate will have experience in administrative and financial management and demonstrated ability to correctly interpret office policies and guidelines and undertake finance and administrative duties in an office environment. The successful candidate must have good analytical and coordination skills with well-developed communication skills.

Under general direction, the Administrative Assistant will provide administrative and financial management support to the Pacific Regional office and PNG office (as required) through DFAT and ACIAR systems, including management and processing of financial claims and preparation of monthly and annual financial reports to ACIAR Canberra. The Administrative Assistant will also provide logistical and procurement support for ACIAR personnel, including official travel arrangements, project visits, organising events and secretariat support.

The Administrative Assistant will be working under guidance from the ACIAR Regional Manager Pacific & PNG and ACIAR's Canberra-based personnel so that ACIAR's projects and programs are appropriately targeted, promoted and managed.

The application form and the candidate pack, including the position description, are available at www.fiji.embassy.gov.au. The application including a **one page pitch**, (enter this into the application form) and a resume, must be submitted by **4.00pm** on **Monday 25 March 2024** to ahcsuvavacancy@dfat.gov.au.

For further enquiries, please call 338 2211.

Late applications and applications that do not include the one page pitch will not be considered.

Please Note: Applicants must be eligible to work in Fiji by virtue of citizenship or relevant work permit.