



## Position Description Project Officer

Employment Type: Casual 1 – 2 days per week for approximately 4 months.

Duration: June to September

Reports to: Policy and Communications Manager

Line reports: N/A

Remuneration Package: AUD 90,000 p.a., pro rata, including superannuation.

Location: Melbourne, Australia

### Overview

Transparency International Australia (TI Australia), the Australian chapter of the world's leading non-governmental anti-corruption movement, is seeking a casual **Project Officer** located in **Melbourne, Australia**. The role requires a skilled and well organised individual with demonstrated experience in organising events, engaging a diverse range of stakeholders and working to timelines. The successful candidate will be highly motivated, able to work in a small team, and willing to take on a diverse range of responsibilities. Experience working in the not-for-profit sector would be advantageous.

### Organisational Context

**Transparency International (TI)** is a global movement, composed of more than 100 national chapters worldwide and an International Secretariat in Berlin, Germany. We are united by our shared vision: a world in which government, business, civil society and the daily lives of people are free of corruption. For more than 20 years, TI has played a leading global role in combatting corruption, which is widely recognised to be a serious impediment to economic development and a destabilising social force.

**TI Australia** has operated as an accredited TI national chapter since 1995, focusing on ways in which Government and Australian-based companies and institutions can address corruption issues both in Australia and abroad. With the support of the TI Secretariat, TI Australia is also currently undertaking Phase 2 of the Mining for Sustainable Development Programme which seeks to enhance the contribution of mining to sustainable economic and human development through a focus on improved transparency and accountability in the award of mining-related permits, licences and contracts across a range of national jurisdictions.

## The Role

The **Project Officer** will be responsible for providing support to the Policy and Communications Manager to organise events and engage TI Australia's diverse membership including corporate members and other stakeholders.

The **Project Officer** will report to the Policy and Communications Manager and will have no direct line reports but will be required to collaborate with other team members, and contracted service providers.

You will be a highly organised and self-motivated individual who has previous experience in developing relationships. You will have strong communication and administration skills, event management experience and a good understanding of maintaining constituent relationship management databases.

This is a unique and exciting opportunity to help in the fight against corruption, while directly contributing to TI Australia's strategic development.

## Key Duties

Working with the Policy and Communications Manager and the TI Australia staff team the Project Officer will:

- Develop goals and action plans for running corporate events on key anti-corruption themes – foreign bribery, anti-money laundering, mining and infrastructure.
- Liaise and communicate with existing corporate members to engage them in TI Australia's events.
- Maintain records using Office 365 and Salesforce as required.
- Undertake key tasks for TI Australia's National Integrity Summit in August.
- Support the organisation and logistics of TI chapter visits to Australia and other events.
- Pursue and communicate with identified corporates to encourage TI Australia membership.
- Undertake other administration to support corporate engagement.

## Key Competencies

Working with the CEO and the TI Australia staff team the Project Officer will:

- Have relevant tertiary or professional qualifications in international development, policy analysis, communications, administration, or other relevant fields.
- Have relevant work experience with a focus on developing and maintaining corporate relationships, database record keeping, and event support.
- Have good administrative, IT and time management skills, including experience using Office 365 and Microsoft Excel, Salesforce and Xero (Preferable).
- Have strong interpersonal and communication skills and the ability to engage with a wide range of stakeholders, including through correspondence, at events and meetings.

## Personal characteristics

The Project Officer will demonstrate the following qualities:

- able to work collaboratively and flexibly;
- well organised and able to prioritise and meet deadlines;
- attention to detail and sense of pride and responsibility for your work;
- ability to problem-solve and work in a fast-paced environment;
- energy, drive, and focus, and the capacity to flourish when responding to competing demands;
- values others and respects difference; and
- committed to transparency and anti-corruption and motivated by the challenge and opportunity of making a positive difference by combatting corruption both in Australia and around the world.

### Further Information

The successful candidate will be offered a two days per week contract to the end of August 2023 (subject to funding and a successful probation).

The successful candidate will be offered a remuneration package, with a salary of AUD 90,000 p.a. pro rata (which includes Australian superannuation contributions).

The successful candidate will be expected to start work as soon as possible. **The position is based in Melbourne, Australia.** The position may require interstate travel.

Applications, including a **Curriculum Vitae, and a letter of motivation clearly addressing the required competencies**, should be sent by email to:

Rebecca Mackinnon, Policy and Communications Manager, TI Australia, E: [info@transparency.org.au](mailto:info@transparency.org.au) using the subject line: Project Officer – Transparency International Australia.

Three referees will be required.

The **deadline for applications is COB Wednesday 17 May**. Only shortlisted candidates will be notified.

TI Australia is an equal opportunity employer.

For **more information on the work of Transparency International** please visit:

[www.transparency.org.au](http://www.transparency.org.au)

To discuss this position please contact Sajjad Junaidi on [info@transparency.org.au](mailto:info@transparency.org.au)