

# Job Description: PAIR ADMINISTRATIVE OFFICER



- PROGRAM  
Partnership for Australia-Indonesia Research (PAIR)
- WORK LOCATION  
Makassar, Indonesia
- APPOINTMENT TERM  
Full time, 12 months contract with an annual renewal up to 3 years based on performance
- START DATE  
24-27 September
- SALARY  
10,000,000 - 13,000,000 IDR per month, plus BPJS Health and BPJS Labour

## Organisational context

The Australia-Indonesia Centre (AIC) was established by the Australian Government as a bilateral collaborative research initiative that partners with the governments of both countries, leading universities and industry. The Centre's mission is to advance the institutional and people-to-people links between Australia and Indonesia through science, technology, education and innovation. The Centre provides a platform for both nations to engage in a partnership that seeks to solve complex challenges, for both nations to promote a contemporary understanding of each other and which reflects the maturing long-term relationship between close neighbours.

To achieve its mission the Centre brings together influential leaders in government, industry and academia to develop a range of projects and programs.

More information about the Centre is available at [australiaindonesiacentre.org](http://australiaindonesiacentre.org)

## Background

The Partnership for Australia-Indonesia Research (PAIR) is an Australia-Indonesia Centre (AIC) initiative supported by the Australian Government, the Indonesian Government and 11 leading universities to advance the research linkages between the two countries and improve the impact of that research.

The Australian and Indonesian governments recognise the importance of knowledge production and research capability building to support development planning and policy-making. PAIR responds to this priority by leveraging the Centre's partnership model to contribute to the Government of Indonesia's sustainable development priorities through evidence-based decision-making.

The model involves Australian and Indonesian research-intensive universities and a network of interdisciplinary researchers collaborating on generating evidence-based knowledge and contributing to developing the research capability of Indonesian researchers.

More information about the PAIR is available at [pair.australiaindonesiacentre.org](http://pair.australiaindonesiacentre.org)

## Position purpose

The PAIR Administrative Officer provides a range of administrative services to support the end-to-end delivery of the PAIR program. This includes implementing and undertaking general administration support and assistance to program staff in building and fostering stakeholder relationships to ensure the timely delivery of program outcomes. The position assists the PAIR Research Coordinator and the PAIR Program Management Team in organising in-country meetings, workshops and Annual Research Summits, monitoring and evaluation of the program, risk monitoring, organising Research Advisory Panel meetings, and reporting processes to support program objectives.

The PAIR Administrative Officer provides administrative support for the PAIR Program with a focus on excellence in process and judgement to provide sound and timely advice and support to program staff and other stakeholders, including researchers when in-country. The Administrative Officer will maintain strong working relationships with AIC staff members.

- **REPORTING LINE**  
The position reports first to the PAIR Research Coordinator and second to the PAIR Program Manager
  
- **SUPERVISORY RESPONSIBILITIES**  
Not applicable
  
- **FINANCIAL DELEGATION**  
Not applicable
  
- **BUDGET RESPONSIBILITIES**  
Not applicable

## Key responsibilities

1. Provide a range of administrative tasks and services to support PAIR program activities such as stakeholder meetings, research workshops, annual research summits, logistics support;
2. Support the coordination of in-country research visits/missions by PAIR Program Director and PAIR Research Team;
3. Assist in ensuring timely and relevant informal and formal reporting, correspondence, development of communication materials, briefings, meetings and field visits related to PAIR research activities;
4. Undertake the input and analysis of data, including ensuring effective security, storage and distribution of data, records and reports;
5. Provide office and operational support, including meeting and greeting guests, arranging bookings and meetings, assisting with event coordination, office stock control and other office-related duties;
6. Maintain effective working relationships with colleagues, clients and other stakeholders to support and facilitate service delivery.

## Key selection criteria

### Education/Qualifications

1. The appointee will have:
  - a. a tertiary qualification in a relevant field, or
  - b. relevant skills and work experience.

### Knowledge and Skills

2. Excellent English and Indonesian oral and written language skills and the ability to translate between English and Indonesian are essential;
3. General administration skills and ability to support the needs of the PAIR program;
4. Organisational skills, including the ability to manage time and meet deadlines;
5. Demonstrated ability to work as an effective member of a team as well as the ability to work with independence, judgement and initiative where required;
6. Demonstrated analytical skills and attention to detail;
7. Well-developed written and oral communication skills and the ability to interact with a diverse range of stakeholders and respond positively when resolving issues;
8. Strong local knowledge of South Sulawesi and the ability to work with stakeholders from government, education, business, industry and community groups;
9. Computer literacy with the ability to learn how to use online tools and software.

## Other job related information

- Overseas and domestic travel may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

## Legal compliance

Ensure you are aware of and adhere to Indonesian law and Australian Government legislation and policies as per the PAIR Grant Agreement between Monash University and the Department of Foreign Affairs and Trade (DFAT), including with regard to: safeguards and child protection, GESI (gender equality & social inclusion), fraud control, work health and safety, equal employment opportunity, supporting equity and fairness, occupational health and safety, supporting a safe workplace, conflict of interest (including conflict of interest in research), paid outside work, privacy, and research conduct.

## To apply

Applicants should send the following to [pair@ausindcentre.org](mailto:pair@ausindcentre.org):

- a cover letter
- their CV, including email address, Skype contact and WhatsApp number
- responses to the Key Selection Criteria (see above)

Applications close at 11:59pm (Melbourne time) on Tuesday 10 September 2019.

## Enquiries

Email Dr Leonardo Pegoraro, PAIR Program Manager, at [pair@ausindcentre.org](mailto:pair@ausindcentre.org)