



## Position Description Programme Assistant

Employment Type: Fixed term full-time contract  
Duration: ASAP - 31 December 2020  
Reports to: Head of Programme, Transparency International Australia  
Line reports: N/A  
Remuneration Package: AUD 65,750 p.a. total package  
Location: Melbourne Australia

### Overview

Transparency International Australia (TI Australia), the Australian chapter of the world's leading non-governmental anti-corruption movement, is implementing **Phase II** of the global '**Mining for Sustainable Development**' programme. This programme seeks to achieve real change in combatting corruption in the mining sector and to build the capacity of TI Australia as a Centre of Expertise on anti-corruption in mining.

The role requires a skilled and well organised professional with demonstrated experience in office support and administration, and budgeting and planning. The Programme Assistant must have experience with planning and organising events and travel, and good IT skills. The role requires excellent communication skills, as well as the ability to assist with communications functions such as website updates and reports. Experience in financial data entry and basic finance processes, and with working in a global environment is highly desirable. The successful candidate will be a highly motivated self-starter, able to work in a small team, and willing to take on a diverse range of responsibilities.

### 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.

Led by TI Australia with the support of the TI Secretariat, the **‘Mining for Sustainable Development’ programme** 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. Based on the programme’s ‘bottom up’ approach to ensure that change happens at the level where decisions about mining approvals are made, the primary role of the programme team is to support the participating TI national chapters.

Phase I of the programme has been successfully completed. During Phase I, participating TI chapters **identified and assessed** corruption vulnerabilities in the mining approvals processes in their countries and began building multi-stakeholder networks. Phase II is focused on **addressing** those vulnerabilities at a national, regional and global level through multi-stakeholder engagement, advocacy and policy initiatives. 20 TI chapters around the world are involved in Phase II.

## The Role

The **Programme Assistant** is responsible for providing office and administrative support to the Mining for Sustainable Development programme.

The position involves providing support to the Head of Programme and other members of the programme team. It also requires interactions with international TI colleagues in the chapters in the Mining for Sustainable Development programme.

You are a highly organised and self-motivated individual with previous experience in administration, office and/or programme support. You have a good understanding of operational planning and budgeting, implementing and maintaining administrative processes and policies, event planning including organising travel, and communications.

Crucial to your success in this role is your ability to show initiative, work effectively as a member of a team, and plan ahead. You have good computer skills and ideally some experience in the development of office policies and in basic budgeting, finance processes and data entry. Above all, you are a problem-solver who is highly organised and motivated.

This is a unique and exciting opportunity to work on a global initiative designed to generate tangible and lasting change in the fight against corruption; while directly contributing to TI Australia’s strategic development and global leadership.

The Programme Assistant reports to the Head of Programme, TI Australia. S/he has no direct line reports, but is required to collaborate with other team members in Australia and internationally, and contracted service providers.

## Key Duties

Working with the Head of Programme and a team of 11 staff at TI Australia, the Programme Assistant will:

- undertake logistics for events, including workshops;

- undertake office administration, including ordering stationery and liaising with service providers;
- support the Head of Programme with planning and budgeting and other tasks as needed;
- enter finance data received from TI chapters to support reporting requirements;
- support preparation, review and compilation of quarterly narrative and financial reports from chapters;
- establish and maintain filing and document management systems using Office 365;
- support TI Australia staff with basic communication functions for the Mining for Sustainable Development Programme and TI Australia, including and updating website, and assisting with reports;
- support the preparation of policies and procedures for the Mining for Sustainable Development Programme and TI Australia;

### Key Competencies

- Relevant tertiary or professional qualifications in business administration; communications, international development, or other relevant fields;
- A minimum two to three years of directly relevant work experience with a focus on office support and administration, operational procedures and systems and budgeting and planning;
- Strong administrative, organisational, IT and time management skills, including experience using Office 365 and Microsoft Excel;
- Experience in organising events, workshops, functions and meetings including organising travel;
- Excellent interpersonal and communication skills and the ability to engage with a wide range of stakeholders, including through correspondence, at events and meetings and via the website;
- A track record of working in small teams, being able to work independently when required, and multi-task; energy, drive, resilience and initiative with a high level of personal maturity, self-awareness, self-management, and integrity; and
- The ability to be flexible and provide support to team members when required.
- Be fluent (written and spoken) in English. Good knowledge of Spanish and/or French an advantage.
- Experience in financial data entry and basic finance processes, and with working in a global environment is highly desirable.

### Personal characteristics

The Programme Assistant will:

- be able to work collaboratively and flexibly;
- be well organised and able to prioritise and meet deadlines;
- pay close attention to detail and have a sense of pride and responsibility in your work;
- have the ability to problem solve and show initiative;
- have energy, drive and focus, and the capacity to flourish when responding to competing demands;
- have excellent interpersonal skills and the ability to work in a team and self-manage;
- value others and respect difference;
- have a high degree of personal maturity, self-awareness, self-management, and integrity; and

- be 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.