

**Position Description:
International Programme-Project
Officer (Casual)**

Employment Type: Casual employment (4 months)

Duration: Upon completion of the research task as determined by TI Australia

Reports to: Project coordinators for AMP and Infrastructure, or any other manager or supervisor, as needed.

Line reports: N/A

Remuneration Package: Remuneration based on casual employment rate of AUD\$58 per hour (exclusive of statutory superannuation), less applicable taxation payable based on hours worked, requested and approved by your manager/supervisor.

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 **Project Officer (Casual)** located in Melbourne to work within its International Programmes, including the Accountable Mining Programme and the Accountable Infrastructure Programme.

Since 2016, TI Australia has led the [Accountable Mining Programme \(AMP\)](#) on behalf of the global Transparency International movement, working in more than 20 countries to drive meaningful change in the fight against corruption in the mining sector. In addition to the AMP, TI Australia's international programmes support initiatives through its [Global Infrastructure Programme](#). These efforts are delivered in collaboration with civil society, governments, development partners and other stakeholders.

The **Project Officer (Casual)** will primarily provide organisational support to the International Programmes team to implement the following projects:

1. **Support for EITI implementation in Asia-Pacific:** support the effective delivery, monitoring and learning of FCDO-funded EITI activities in Asia-Pacific, in line with the 2023 EITI Standard, EITI's 2024–2028 Strategic Priorities and country priorities.
2. **Support for projects under the accountable infrastructure programme** aimed at building the capacity, through training of public officials in the Asia-Pacific region, in partnership with Griffith University.

We are seeking a motivated, highly organised individual with strong research, data collection, and analysis skills, knowledge of the EITI 2023 Standard, and excellent written and verbal communication skills to support project implementation. The successful candidate will have experience engaging a diverse range of stakeholders and the ability to work in a fast-paced environment. They will be highly motivated, able to work in a small team, and willing to take on a diverse range of responsibilities. Experience in the not-for-profit sector would be advantageous.

Organisational Context

[Transparency International Australia \(TI Australia\)](#) is the Australian chapter of Transparency International, a global movement working to combat corruption. Since 1995, TI Australia has worked to strengthen transparency, integrity and accountability in Australia and internationally, engaging with governments, businesses and other stakeholders.

As Transparency International's Centre of Expertise on mining, TI Australia leads the [Accountable Mining Programme \(AMP\)](#). Since 2016, the AMP has collaborated across the TI global network to examine where and how corruption affects mining sector governance. Through this work, it aims to contribute to transparent, accountable, and participatory governance that promotes gender equality and protects the social and environmental interests of current and future generations. In addition, TI Australia's Accountable Infrastructure Programme has collaborated with TI Chapters in six countries to date, conducting capacity building, research, and advocacy to strengthen civil society engagement and mitigate corruption risks during the selection stage of public infrastructure project development.

As part of this work, TI Australia has developed a [range of business integrity tools](#) and collaborative partnerships with global mining and infrastructure associations and initiatives. We have established relationships with mining and infrastructure companies of different sizes, as well as with international organisations, civil society partners, government and communities involved in these sectors.

The Role

The **Project Officer (Casual)** will play a key role in supporting project implementation:

1. **Support for EITI implementation in Asia-Pacific:** support the effective delivery, monitoring and learning of FCDO-funded EITI activities in Asia-Pacific, in line with the 2023 EITI Standard, EITI's 2024–2028 Strategic Priorities and country priorities.
2. **Support for projects under the Accountable Infrastructure Programme:** support the planning, preparation and implementation of capacity building initiatives targeting public officials in the Asia-Pacific region in partnership with Griffith University.

The role will provide practical project coordination, research and administrative support to the Project Coordinators for AMP and Infrastructure and Head of Programmes. This includes maintaining project information and records, supporting workshop and activity preparation, reviewing documents, assisting with monitoring and reporting, and following up on agreed actions with project partners. If you are passionate about driving positive change in the mining and infrastructure sectors, we encourage you to apply.

Key Duties

Working with the International Programmes team at Transparency International Australia, the **Project Officer (Casual)** will support programme delivery across several key areas. The role will involve the following duties:

- Support project coordination and administration, including maintaining workplans, action trackers, deadlines and project documentation.

- Assist with research and document review related to EITI implementation, validation, and country activities.
- Support preparation of workshops and project activities, including agendas, participant lists, materials and coordination with country partners.
- Assist with documenting meetings and activities, including key discussions, decisions, follow-up actions and participant feedback.
- Support data collection and organisation of information for monitoring, reporting and project records.
- Assist with preparation of project summaries, reports, briefing materials and other deliverables as required.
- Travel internationally may be required to support project workshops, meetings and other activities.

The **Project Officer (Casual)** may also undertake other reasonable programme-related tasks within the scope of the role, as directed by the Project Coordinator and the Head of Programmes.

Key Competencies

To be successful in this role, the **Project Officer (Casual)** will have:

Required skills

- A university degree (or equivalent experience) in a relevant field such as environmental science, international development, law, business, political science, or social sciences.
- Strong research and document-review skills.
- Knowledge and understanding of the 2023 EITI Standard.
- Ability to synthesise information into clear summaries, briefing materials and project documentation.
- Demonstrated experience in data collection and analysis (qualitative and/or quantitative).
- Strong communication skills, including the ability to contribute to written materials (e.g., reports, briefs, event summaries) and communicate effectively in meetings and workshops.
- Fluency in written and spoken English is essential.
- Demonstrated commitment to transparency, integrity and accountability.

Desirable skills

- Understanding of the mining and infrastructure industries, natural resource governance, transparency or accountability
- Experience supporting stakeholder workshops or multi-stakeholder processes.
- Experience with monitoring, evaluation and learning.
- Experience working on multi-country research projects and initiatives will be highly regarded.

Personal Characteristics

The **Project Officer (Casual)** will demonstrate the following qualities:

- Passionately committed to transparency, integrity and anti-corruption.
- Manage competing priorities and meet deadlines.

- Strategic, results-driven and proactive in identifying and pursuing opportunities to foster corporate accountability.
- Motivated to develop and support collaborative relationships to achieve common goals.
- At ease working with people from diverse countries and cultural backgrounds, as well as those with different languages.
- Motivated by the challenge and the opportunity to make a positive difference by combating corruption both in Australia and around the world.

How to apply

The position is based in Melbourne, Australia. Hybrid working arrangements are available.

To apply for this job, please send your CV and a cover letter with a statement outlining your experience in relation to the key duties of the role and addressing the key competencies by **11:59 pm on November 13th, 2025 (AEDT)** to pilar.acosta@transparency.org.au using the subject line: **Project Officer (Casual) International Programmes-Transparency International Australia**. For any queries, please contact pilar.acosta@transparency.org.au

Note: Interviews with shortlisted candidates will be conducted while the application period remains open.

TI Australia is an equal opportunity employer. For more information on the work of the Transparency International Accountable Mining Programme and TI Australia, please visit: www.transparency.org.au and <https://mining.transparency.org.au/>