



## **Africa-Australia Partnership for Climate Responsive Agriculture (AAPCRA) Initiative Manager**

Agency	Australian Centre for International Agricultural Research (ACIAR)
Position Number	AC016
Title	Africa-Australia Partnership for Climate Responsive Agriculture (AAPCRA) Initiative Manager
Classification	LE5
Section	ACIAR
Reports to (title)	AAPCRA Director, ACIAR Headquarters, Canberra
Employment Type	Non-Ongoing

### **About the Australian Centre for International Agricultural Research (ACIAR)**

Across the globe, ACIAR has small teams of locally engaged staff who manage ACIAR in-country programs. The offices manage key development partner and government relationships in-country and interact with ACIAR research program managers, outreach and capacity development teams and commissioned and collaborating research organisations.

The ACIAR headquarters are based in Canberra, Australia with twelve regional/country offices in the Asia-Pacific and Africa. Further information on ACIAR current projects, programs and priorities can be found on the website at <http://aciarc.gov.au>.

Led by ACIAR, the Africa-Australia Partnership for Climate Responsive Agriculture (AAPCRA) aims to support increased food and nutrition security and climate resilience of farming communities across Africa, and in turn support Africa's targets for agriculture-led development and economic growth. AAPCRA will be delivered through a flexible, multi-pronged approach that will support activities and outcomes in the areas of capacity building for research leadership, bilateral research initiatives and new partnerships for impact in north and west Africa.

### **About the position**

The AAPCRA Initiative Manager (Accra) reports directly to the Assistant Manager in Nairobi and indirectly to the Research Program Manager in Canberra. The position is responsible for contributing to the design, delivery and monitoring of AAPCRA investments in West Africa - primarily Ghana and Nigeria, with the possibility of minor activities in other countries represented by the Australian High Commission in Abuja and Accra, in both English and French. The position works closely with ACIAR's Regional office for Africa in Nairobi, Kenya, and ACIAR's central office in Canberra, Australia. The AAPCRA Initiative Manager (Accra) will ensure that ACIAR's research and capacity development investments align and deliver on the objectives and ambition of this program, in line with ACIAR's broader programmatic objectives in Africa.

Under the direction of the ACIAR Regional Office, and in consultation with ACIAR Canberra, the AAPCRA Initiative Manager (Accra) works with reasonable autonomy and accountability on a range of complex initiatives to ensure that AAPCRA projects and programs in West Africa are appropriately targeted, promoted, and managed.



The position is responsible for identifying and supporting regional networks to deliver research and capacity development partnerships in West Africa in concert with the north Africa Initiative Manager (Rabat). The Initiative Manager (Accra) supports, monitors, analyses and provides strategic and tactical advice relevant to program effectiveness, policy dialogue, strategic partnerships and supports broader ACIAR interests.

## **The key responsibilities of the position include, but are not limited to:**

- Provide accurate and specialised advice on, and contribute to innovations, that will enable further development and/or deepening of research and capacity development partnerships in west Africa.
- Contribute to the development of strategic and annual operational plans in consultation with in-country partners and ACIAR.
- Develop, maintain and strengthen strategic internal and external stakeholder relationships supporting regional research priorities, managing the contracting and monitoring of capacity development and research initiatives in the west Africa region. Contribute to regional risk assessment and risk management activities for AAPCRA initiatives, monitor opportunities and risks and provide accurate and specialised problem-solving advice to the ACIAR regional office in Nairobi and ACIAR Canberra.
- Manage the in-country capacity development and alumni engagement processes and activities (including, but not limited to John Dillon Fellowships, AWARD and ACIAR's Alumni Research Support Facility) and engage with the Capacity Development team in ACIAR Canberra to identify opportunities to develop stakeholder engagement plans and continuously improve the programs.
- Manage financial reporting and analysis activities including preparing the office budget, monitoring expenditure, ensuring timely administrative and financial reporting in accordance with the financial guidelines and regulations
- Represent ACIAR and DFAT at a range of external and internal meetings and events, promoting key priorities and interests, as may be deemed appropriate by ACIAR and DFAT.
- Support outreach with public communications on the AAPCRA program, including developing communication plans, drafting and reviewing briefing materials and reports that meet ACIAR and Post standards.

## **Qualifications/Experience**

- Demonstrated ability to build and maintain productive relationships with senior level officials and policy makers in west Africa, especially in the agriculture, forestry, fisheries and natural resources sectors (government, universities, private sector and NGOs).
- Demonstrated knowledge of the research institutional structures and networks in west Africa (government, university, private sector, and NGOs).
- Experience and skills in administrative work related to international donor programs, including ability to prepare reports and correspondence, and financial management skills.
- A sound understanding of agricultural development/rural development/natural resource issues and priorities in west Africa.
- Capacity to work independently, and as part of a small team; demonstrated ability for exercising initiative, sound judgment, problem solving skills, and results orientation.
- Strong interpersonal skills within a diverse and inclusive work culture.



## Australian High Commission

### Ghana

- Well-developed oral and written communication skills in English and working-level fluency in French.
- Strong computer literacy and proficiency in Microsoft Office applications.
- *Desirable but not essential:*
- A tertiary qualification in a relevant field such as agriculture, rural development or international development.
- Previous experience in program/project management, financial management, contracting, negotiation and representation for the Australian government, or its sub-contractors.
- An understanding of Australian legislative, financial and administrative frameworks and related guidelines and regulations.



**Australian High Commission**

**Ghana**

## Application

Applications must be submitted before 11:30pm, Friday **1 August 2025** with your cover letter in email format to:  
[Accra.staffing@dfat.gov.au](mailto:Accra.staffing@dfat.gov.au)

Your *professional email* should be **no larger than 2mb** in size or it will not be received by our email system. **Do not** attach copies of your licences or academic certificates as this is likely to exceed the size limit.

We expect your email cover letter to have two attachments:

- 1) Completed '**Application Pack**'; and
- 2) A **Curriculum Vitae (two pages)**

We do not require personal details such as date of birth, marital status, height, weight, religion, or gender. Applications which do not fulfil and comply with these criteria will not be considered. Applications with typographical, grammar or role information errors will not be considered. Late applications will not be considered. Applicants who are not short-listed for interview will not be contacted.

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## Statement of Claims

Your statement of claims is an essay that should demonstrate *how* you meet the **selection criteria** listed below. Please use specific examples. One example may address several selection criterion. Your responses to the selection criteria are the most important part of your application and will be used along with your CV to shortlist applicants.

The key is to:

- demonstrate your qualifications, knowledge, skills, abilities, and experience by providing evidence of how you meet the selection criteria;
- provide specific details; and
- where possible, include an indicator of success or a result.

An easy way to do this is to use the **STAR** model - that is:

Situation	Provide a brief outline of the situation or setting
Task	Describe your responsibilities and the challenges of the situation
Action	Explain what you did and how you did it
Result	Describe the outcomes of what you did

Conciseness is important; applications that exceed the specified document length may not be considered. There is no need to repeat what is in your employment summary.

**Applications that do not respond to the selection criteria will not be considered.**



## Preferred Qualifications and Experience

- High level of computer literacy particularly in the use of Microsoft Excel and Outlook.
- Strong communication (in written and spoken English), interpersonal and representational skills, and the ability to deal with a wide range of clients from diverse backgrounds. French Language skills would be an advantage.
- Highly developed organisational skills and attention to detail, including the ability to learn new tasks quickly, manage competing priorities, and meet deadlines. Punctuality is key.
- A valid driving licence (including for manual transmission vehicles) with a proven safe driving record.

## Eligibility Requirements

- Applicants must be able to work as a locally engaged staff member at a diplomatic mission in Ghana. Residency Visas and work permits are the responsibility of the applicant.
- Available to undertake occasional short-term travel, including the ability to hold a valid passport.
- Employment is subject to satisfactory medical and security vetting.

## Selection Criteria

1. **Job Context and Environment:** Provide administrative and corporate services support, advice and information to clients on processing of Australian travel documents and consular matters. Familiarity with computer-based systems including experience in record keeping and data management skills, with a demonstrated ability to monitor and analyse information to solve problems and answer queries from clients and management.
2. **Leadership and Accountability:** Apply expertise using well-established policies and practices to conduct research and prepare advice for more senior staff with the highest levels of integrity, honesty and ethical behaviour. Demonstration of how the applicant upholds privacy principles, ensures impartiality, accountability and transparency.
3. **Independence and Decision-making:** Prioritise tasking and responsibilities from multiple sources balancing initiative and general supervision and direction, while meeting deadlines. Demonstration of how the applicant undertakes investigations to resolve enquiries, provide pertinent options and appraise routine cases, for referral to more senior employees in areas of consular and passports.
4. **Stakeholder Management:** Obtain cooperation or assistance when administering well-defined activities by communicating in writing or orally to maintain effective vendor relationships, coordinate with the immediate work area, secure appointments etc. using a variety of channels, including telephone, forms, reports, and written correspondence. Demonstration of how the applicant undertakes processing and client service, including analysing problems, and suggesting solutions.
5. **Management Diversity and Span:** Plans, designs, and evaluates multi-stage activities including monitoring quality and accuracy of work; allocating tasks and providing guidance and on the job-training to (junior) colleagues. Demonstration of how the applicant carries out quality control activities to ensure work is being performed efficiently and in accordance with instructions and procedures. Examples of how responsiveness to other duties as directed has contributed to a team.