

## Final week for applications: Devpolicy Program Officer

**Author :** Ashlee Betteridge

**Date :** July 6, 2017

We are currently recruiting a new Program Officer to join the team - applications close on Friday next week (14 July 2017).

You can see the [full position description for the role and apply here](#).

To give some more context, here's some extra information about the role:

- This role is key in the running of our annual [Australasian Aid Conference](#), and our cavalcade of development events that occur throughout the year (about 25 in total) — which means you get to hobnob with the development community's finest, hear lots of interesting talks, decide which items on the catering menu sound most delicious, and acquire experience in running a large international event. At times it involves some less glamorous elements, like moving furniture or assembling hundreds of name tags and lanyards, but that is countered by all the nice people you will get to meet and the very positive feedback we receive on our events.
- It's an absolutely crucial part of the centre's operations — our researchers can't do what they do best without the administrative, travel and financial support that this role is responsible for coordinating.
- You will also get to strengthen your communications skills, through creating flyers and other promotional materials for events and updating our [website](#), and helping to promote our work in your interactions with our partners and the public.
- It's a really diverse role — a mix of administrative work at your desk and on the phone, being up and about to run events, and assisting multiple members of our team. Because we are still a relatively small organisation (about 20 staff in total), sometimes you might be asked to help out with random tasks (like that time an airline lost a very large package of exhibition panels two days before a conference in Port Moresby and we had to track them down, for example), and some flexibility in working hours is required on days when we are running events. But there is really good team spirit and cooperation.

It is a busy job — there is always something going on at the centre, so we are looking for a highly organised administrator who can keep on top of the different (and often competing) priorities of the role. This isn't a research role. But if you have an interest in international development issues, you will be at the centre of the Canberra scene.

Have we tempted you? [Here's that link again for applications](#).