

## Job and Person Specification

**Title:** Awards Officer (TEMP)

**Location:** Pretoria, Africa

**Type of appointment:** *Full time, fixed term for 24 Days*

**Reports to:** Awards Coordinator

### 1. About the program

Australia Awards Africa will promote and support African development and Australia's diplomatic objectives in Africa. The program builds the capacity and leadership skills of Africans so they can more effectively contribute to development outcomes in their home countries on return from Award. The program also seeks to promote Australia as a credible and active development partner in Africa. Australia Awards will continue to complement existing initiatives and will have the following major components:

1. Masters scholarships
2. short courses in key strategic priority areas
3. enabling activities that support the successful delivery of Australia Awards
4. other activities to support Australia Awards Africa and the broader Pan-African aid program as and when required.

The goal of Australia Awards Africa is to enhance the development of targeted African countries and their relationships with Australia through alumni contributions.

Australia Awards Africa is managed by Palladium's Higher Education team. We have been implementing Higher Education programs for over 30 years, providing a range of professional services that enable projects and governments, including the Australia Department of Foreign Affairs and Trade deliver on their development and strategic objectives.

### 2. Purpose of the role

The Temporary Awards Officer will support the Eligibility and Compliance Checking process for Masters Scholarships applicants. All applicants will be expected to have a working computer and access to the internet.

### 3. Duties and responsibilities

- Familiarise yourself with the assessment criteria for the Masters Scholarship selections.
- Carefully review applications and applicant submitted documents against established eligibility criteria to determine eligibility and compliance of applications.
- Accurately assess at least 30 applications per day and update eligibility and compliance checklists.
- Report any conflict of interest during assessment of applications.

- When required support ad hoc requests.

#### 4. Other Duties

- Attend all relevant staff meetings;
- Other duties from time to time as may be reasonably requested by your supervisor or other managers; and
- Participate in all relevant HR and performance management processes.

#### 5. Gender Equality and Social Inclusion

Australia Awards Africa is committed to supporting inclusive development practices across all program activities. Social inclusion is an umbrella term adopted by Australia Awards to refer to gender equality, disability and inclusion. Among your roles, you will be expected to implement and embed inclusive development practices within your work activity. You will be expected to demonstrate sensitivity to issues of social inclusion, and especially as you assess applications.

#### 6. Reporting

- Contribute to Monthly Management Reports as instructed by your supervisor.
- Palladium is an Equal Opportunity Employer which requires all staff to read and comply with our Corporate Policies including Code of Conduct, Work Health and Safety, Child Protection Policy, Fraud Prevention, Detection and Investigation Policy and complete Police and security checks where required under the policy.

#### 7. Selection Criteria - Qualifications and experience

- A tertiary degree in a relevant field such as (but not limited to) Human Resource Management, Public Relations Management or a related management discipline.
- At least three years' experience in an administrative role.
- Excellent communication skills and experience of working effectively across cultures with a diversity of clients.
- High-level English writing and speaking skills.
- A high standard of computer literacy, including the use of Microsoft Office (with Advanced to intermediate MS Excel skills) , internet and email; and experience in data entry and data management.
- Demonstrated sensitivity to gender and inclusion considerations.

#### 8. Palladium core capabilities

Palladium's Core Capability Framework outlines the standard of performance and behaviours expected at each level within the organisation. It also provides a benchmark for assessing areas of potential strength as well as the identification of potential skill gaps or areas for development and improvement.

It is recommended that all employees are familiar with the capabilities expected of them at their level, and that managers use the framework as a tool for measuring performance and providing continuous feedback and coaching to their team members.

Our capabilities link to a number of other processes, policies and guidelines including:

- Performance management/ performance excellence - setting and maintaining standards and helping employees excel and develop
- Career Pathways including our Career Progression Framework
- Organisational design – identifying any skills gaps, outlining job roles and responsibilities
- Development, growth, learning, and training
- Sustainable business – going beyond compliance to ensure sustainable and ethical considerations are woven throughout everything we do. This aligns equity, diversity and inclusion; safeguarding; and environmental objectives