

Program Officer, QIF

Start Date	Immediate	Duration	Full-Time, Fixed Term to 30 June 2027
Location	Remote or Palladium office in Canberra, Adelaide or Brisbane	Reports To	QIF Team Leader

Palladium is a global development and consulting firm, part of the GSI Consulting Group, working alongside some of the world's leading project management and engineering organisations. We partner with governments, businesses, investors and communities to design and deliver complex programs that create lasting impact. With a presence across more than 90 countries, Palladium offers the opportunity to work on meaningful challenges, alongside talented colleagues, in environments where your work can truly make a difference.

Program Overview

The Quad Infrastructure Fellowship (QIF) Program is administered by Palladium on behalf of the Department of Foreign Affairs and Trade (DFAT) Australian Infrastructure Financing Facility for the Pacific (AIFFP) via the Australia Awards Global Support Mechanism (AAGSM). The AAGSM provides operational and technical support services to DFAT's International Education and Scholarships Branch, with two End of Investment Outcomes (EOIOs):

- EOIO 1 - Operational Support: High quality and efficient administrative and standard business support services provided to DFAT.
- EOIO 2: Technical Support: High quality, coherent, consistent and fit for purpose technical support services that also promote gender equality, disability and social inclusion outcomes throughout DFAT's international scholarship programs network.

The purpose of the Quad Infrastructure Fellowship (QIF) is to build capacity across the Indo Pacific to operate, regulate and sustain modern infrastructures and to protect regional investments; reduce external dependencies, and build regional capabilities ensuring Australia and likeminded partners' investments translate into regional peace, resilience and security.

The Program identifies priority infrastructure sectors for fellowship delivery including digital infrastructure, renewable energy (energy infrastructure), and ports and transport Infrastructure, with primary emphasis on digital and renewable energy in Pacific contexts. There are three targeted Pillars in the digital and renewable energy infrastructure sectors to guide development and implementation of QIF in the Indo-Pacific region - South Asia, Southeast Asia and the Pacific.

Purpose of Position

The **Program Officer** supports the effective delivery of the QIF by coordinating financial, administrative, procurement, and programmatic functions. The role contributes to strong financial accountability, operational efficiency, and high-quality delivery of short courses and targeted educational activities.

Working with children

Is this position likely to come into contact with children? Yes No

Primary Responsibilities

Procurement and Contracts

- Coordinate the procurement of program requirements, including short courses and targeted educational activities
- Provide procurement support, including preparing and/or consolidating tender documentation, advertising tender opportunities, undertaking compliance reviews, and evaluating proposals
- Liaise closely with the Palladium corporate Project Manager to support the development and maintenance of procurement processes and guidelines, ensuring compliance with Commonwealth Procurement Rules and Palladium policies
- Undertake due diligence checks, and prepare draft contracts
- Maintain contract records on SharePoint, including due diligence checks, contract numbers, contract approvals and other supporting documentation
- Provide progress updates on contract deliverables and payment milestones

Finance, Administration and HR

- Track program finance including expenditure across the various budget lines
- Support financial processing including obtaining payment approvals, and coding of payments against the correct expense codes
- Prepare stipend and other disbursement calculations and liaise with Palladium's corporate finance team to process payments for participants and providers
- Support timely and accurate financial reporting, including monthly forecasts and DFAT invoicing
- Contribute to continuous improvement of financial reporting systems and processes
- Provide administrative and project support, including coordination of travel and visa processes
- Support participant mobilization and other pre-departure requirements
- Assist with emergency and critical incident response as required
- Assist in recruitment processes, including advertising open positions, screening applications, and organising interviews to ensure a smooth and timely recruitment process.

Other

- Contribute to effective communication across the program
- Ensure compliance with DFAT and Palladium policies, procedures, and quality systems
- Actively participate and engage in relevant QIF and Palladium led initiatives to ensure consistency with approaches and practices.
- Travel locally and internationally, as required.
- Other tasks as reasonably requested by the Team Leader or Palladium representatives.

Due to the evolving nature of the program, it is possible that the incumbent may be expected to undertake duties that fall outside the remit of their original Terms of Reference as reasonably required to ensure ongoing program success.

Relationships and Accountability

The Program Officer reports to the QIF Team Leader and works closely with the Program Coordinators to support the effective coordination and delivery of program activities. The role is responsible for ensuring smooth day-to-day operations, and high-quality, compliant, and timely program implementation.

Delivery Principles

- One Team – committed to the One Team approach to achieving EOIOs, modelling intentional and open communication, collaboration and shared problem solving, strength in differences and a learning culture.
- Client focused delivery – provide leadership to ensure provision of sophisticated services which are client, solutions and outcomes focused.
- Flexible and responsive – provide leadership to embed a flexible and responsive approach to service delivery, responding to evolving priorities and focusing on continuous improvement, proactively identifying opportunities for improved quality, efficiency and outcomes.
- Ethics and Integrity - operate with high levels of integrity, consistent with the intent of DFAT's Ethics, Integrity and Professional Standards Policy Manual.

Qualifications and Experience Required

Essential

- Qualification or equivalent experience in business, administration, project management, international development, finance or a relevant field
- Experience preparing contracts and managing procurement of goods and services
- Proven experience supporting financial processes, including budgeting, forecasting, payments, and financial reporting
- Strong professional communication skills and ability to engage effectively with internal and external stakeholders
- Ability to prioritise tasks, analyse issues, and deliver practical solutions while managing multiple competing deadlines
- Demonstrated ability to work in culturally diverse environments, build positive relationships, and contribute ideas with initiative and flexibility

Desired

- Knowledge of the Australian higher education and training sector
- Experience in delivery of DFAT funded international development programs

Core Capabilities

Palladium's Core Capability Framework outlines the standard of performance and behaviours expected at each level within the organisation.

It is recommended that all employees are familiar with the capabilities expected of them at their level as the framework will be utilised to optimise performance.

Equity, Diversity & Inclusion



Palladium is committed to embedding equity, diversity and inclusion across all activities. We promote a diverse and inclusive workforce and ensure all applicants and employees are treated fairly and equally, regardless of background or personal characteristics. We encourage applications from all individuals and provide reasonable adjustments or accommodations where required.

Safeguarding

Palladium maintains a zero-tolerance approach to all forms of harm, including sexual exploitation, abuse, harassment, child abuse, and human trafficking. We are committed to protecting our people, partners, and communities and ensuring safe and respectful environments. All personnel are expected to uphold safeguarding standards, with successful candidates subject to enhanced screening, including safeguarding-focused assessments and due diligence, in line with Palladium's Code of Conduct and safeguarding policies.