



**BOLD  
THINKERS  
DRIVING  
REAL-WORLD  
IMPACT**

## Contracts Officer

- **Great permanent opportunity in the Brisbane Head Office, flexible work options available**
- **Apply your contract administration skills to support and add value to the work of our close-knit Legal & Risk team**
- **Join a mission-driven organisation working in the international aid and development sector**

### The Opportunity

The Contracts Officer will work closely with the Senior Contracts Manager and Legal Counsel and responsible for:

- Providing technical support and undertaking contracting and procurement activities involving complex and high value contracts and procurements
- Supporting the development, implementation, monitoring and continual improvement of a pragmatic framework for contracting and procurement
- Fostering the development of in-country contracting and procurement capacity
- Supporting the capture, analysis and reporting of contract and procurement data to internal and external stakeholders
- Supporting the provision of legal research and support (and if qualified, legal advice) in connection with contracting and procurement activities

### About You

We are seeking an individual who has:

- Experience in the contracts administration space, within a professional services environment would be preferable
- Solid written communication skills to prepare and review documentation, along with problem solving, research and analytical skills
- The ability to develop and maintain relationships with stakeholders on all levels, as well as being culturally aware
- The ability to work autonomously as well as engage with others in a team environment
- A capacity to work on multiple complex tasks simultaneously, as well as respond positively to changing priorities

### Further Information & How to Apply

Refer to the 'Position Description' link on the job advert page of the Abt Associates website by clicking on the **Further Information** button:

Please submit your application online via the Careers Page of the Abt Associates website, including your CV and cover letter addressing how you meet the requirements of this role.

You must have full Australian working rights to be eligible for consideration for this role.

*Aboriginal and Torres Strait Islander peoples are strongly encouraged to apply.*

**Closing Date: Tuesday, 16 March 2021 – midnight (AEST).**

We welcome and thank all applicants however only shortlisted applicants will be contacted.

Abt Associates values individuality and celebrates difference with a strong commitment to diversity, equality, gender and racial equity and disability inclusion; we encourage applications from diverse backgrounds, perspectives and skills so that we can be collectively stronger and have sustained global impact.

We are deeply committed to safeguarding, to protect and prevent harm and abuse to individuals we work for and who work for us. Our recruitment and selection procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation. We will not tolerate discrimination, harassment, child abuse, sexual abuse, or exploitation in any form, and expect everyone to be treated with respect and dignity.

### About Abt Associates

Abt Associates a mission-driven, global leader with a proven track record in complex program implementation in the international development sector. We offer bold solutions and technical excellence in Health, Economic Growth, Governance, Research & Evaluation, Environment & Energy, Gender Equality & Social Inclusion. Working with our many partners, we have driven measurable social impact for more than 55 years, to achieve our mission of improving the quality of life and economic well-being of people worldwide. We operate in remote and challenging environments and employ more than 3,700 staff in over 50 countries. For more information about us and what we do, visit our website at [www.abtassociates.com](http://www.abtassociates.com)

**CLICK FOR FURTHER  
INFORMATION AND TO  
APPLY**