



Australian Government

Australian Security Intelligence Organisation

Procurement Officers

Location: Canberra ACT

Role Responsibilities

ASIO is seeking to fill a number of AE6 Procurement Officer roles to undertake varied procurement policy and compliance across the Organisation.

Your duties will include:

- Providing strategic advice and support to Organisation staff for procurement and/or contract management activities;
- Ensuring compliance with relevant Australian Government and Organisation procurement legislation and policy;
- Undertaking procurement activity processing and records management;
- Supporting the development and implementation of procurement policies, processes and guidelines;
- Supporting the implementation of whole of organisation contract management framework;
- Liaising with stakeholders and clients, developing and maintaining key relationships;
- Managing and contributing to the administrative requirements of the Sourcing Services Unit; and
- Upskilling and training of Organisation and team members in relation to procurement processes.

Key Attributes

We invite applications from people with the following attributes:

- Experience in procurement and/or contract management;
- Commitment to achieving quality outcomes in a high volume environment;
- Responsiveness to day-to-day work changes and shifting priorities;
- Ability to work in a team and autonomously;
- Ability to understand and implement procurement regulations, policies and procedures; and
- Willingness to contribute to the development of the teams work and accept changes in your work role where necessary.

Benefits

ASIO provides a number of benefits to its staff including:

- A competitive salary, including a 7.5 per cent allowance for maintaining a Positive Vetting security clearance;
- Employer superannuation contributions of 15.4 per cent;
- A variety of leave options, including four weeks annual leave;
- Flexible working hours/arrangements to assist you to maintain your work-life balance. We adopt an “if

not, why not” approach to working flexibly. (Please note: due to our unique working environment, work from home options may not be available);

- Seven staff-led diversity and inclusion networks;
- Study assistance, including financial support and study leave for tertiary education; and
- Access to an Employee Assistance Program (EAP).

Why ASIO

The Australian Security Intelligence Organisation (ASIO) provides advice to the Australian Government to protect Australia, its people and its interests in today’s complex and changing world. To be successful in this mission, we need talented people who are highly capable, dedicated, adaptable and resilient. Our people are our most important assets, they are ordinary Australians who do extraordinary things – the only difference is, we don’t tell you where we work or what we do.

Eligibility

To be eligible for the role, you must be:

- An Australian citizen; and
- Assessed as suitable to hold and maintain a Positive Vetting security clearance.
- ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome and value applications from all eligible candidates irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander people are encouraged to apply.
- Please advise us if you require any additional assistance in order to fully participate in the recruitment process or the workplace.

How to apply

For more information about your career at ASIO, please Click on ‘**Apply Online**’ to view this position on our website and commence your application.

ASIO holds all employment applications in the strictest of confidence. It is essential that you do the same. Please do not discuss your application with others as doing so may adversely affect your potential employment.

Closing date: 15 March 2021

APPLY ONLINE