

## **PROJECT OFFICER Australian Federal Police Forensics Programme**

### **Statement of main duties for the position of Project Officer 2012 – 2013 in the Australian Federal Police Office, Australian High Commission, Islamabad Pakistan:**

In order to assist the AFP in managing the Forensics portfolio of assistance to Pakistan efficiently and effectively the Project Officer is required to:

1. Provide support to the implementation of the Forensics Courses and work closely with the AFP team in the Australian High Commission (AHC)
  - *Identification* – Assist in identifying participants that fit within the framework of the required courses, workshops, seminars and conferences and assist in targeting the most appropriate Law Enforcement/ Forensic Science officers in Pakistan.
  - *Development* - Provide support to program development by regularly liaising with the AFP team and Law Enforcement Agencies in Pakistan; networking with Pakistan Law Enforcement agencies and Provincial government agencies and linking with the AFP Forensics Team in Australia.
  - *Implementation* –Provide logistical support for travel of Pakistanis to Australia as well as the logistical support for the holding of workshops and scoping missions in Pakistan. Where agreed support the purchase of specialist forensic equipment to be delivered to Law Enforcement and Forensic Agencies.
  - *Budget and finance management* – In consultation with the AHC, manage the receipt and disbursement of Forensics funds for services provided by the Australian Federal Police. To manage the Forensics budget and

record data accurately in accordance with accepted financial management guidelines.

- *Planning and reporting* - Contribute to AFP planning activities by providing input and reporting to the Forensics Team in Australia.
  - *Monitoring* – Participate in visits, attend workshops and coordinate meetings to monitor progress against the AFP's objectives and communicate results to the Forensics Team in Australia.
  - *Communication* - Communicate regularly with the Law Enforcement Agencies in Pakistan to share progress and achievements. Participate in whole-of-government approach to optimise Australia's presence and complement other Australian activities. Develop and maintain good relationships with DFAT and other agencies.
  - *Review* – Attend reviews when possible and/or requested by the Senior Liaison Officer, Office Manager or Programs Manager.
2. Provide general support for the AFP core program in Pakistan and respective Law Enforcement interlocutors in order for the AFP program in Pakistan to be efficient and effective.
- Assist the AFP Team where necessary in the general administration of the Office.
  - Notifying the AFP Senior Liaison Officer (SLO) of any relevant information;
  - In the absence of the AFP SLO, liaising with the LO's in charge of the office, AFP Head Quarters in Canberra and other AFP posts and Foreign Law Enforcement Representatives.