

**AUSTRALIAN HIGH COMMISSION - ISLAMABAD**  
**Job Description for the position of Project Officer in the Australian**  
**Federal Police Office.**

<b>Department:</b> Australian Federal Police	<b>Division:</b> Serious and Organised Crime	<b>Position No.</b>
<b>Branch</b> Islamabad		<b>Level</b>
<b>Section</b> AFP	<b>Local designation:</b> Project Officer	
<b>Supervisor</b> Senior Liaison Officer	<b>Highest level subordinate</b>	
	<b>Functions Required for the Position</b>	
	<p><b>Essential Criteria:</b></p> <ul style="list-style-type: none"> <li>- Able to maintain data bases of project activities in Excel, Microsoft Word and Microsoft Outlook.</li> <li>- Able to maintain accurate records for allocated duties.</li> <li>- Able to liaise with participants and local law enforcement officers as required.</li> <li>- Able to participate in the selection of appropriate participants for the courses, as required.</li> <li>- Able to consult with the Forensics Team in Australia and the Senior Liaison Officer at Post as required</li> <li>- Ensure all requirements of the courses are met and completed according to the project proposals and Australian Accountability guidelines.</li> <li>- Must be proficient in written and spoken English and Urdu</li> <li>- Good Interpersonal Skills</li> <li>- Able to work in small team environment</li> <li>- Able to work to agreed deadlines</li> </ul>	

	<p><b>Desirable Criteria:</b></p> <ul style="list-style-type: none"><li>- Experience dealing with local Law Enforcement, Forensic Science Agencies and relevant Ministries.</li></ul>	
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**Qualifications:**

- An appropriate graduate degree.
- Significant previous work experience in a related field
- Fluency in written and spoken English and Urdu
- Computer literacy