

Project Support Officer

- Flexible work options
- Great Lifestyle location
- The opportunity to contribute to river health and the environment



The North Central Catchment Management Authority (CMA) protects and enhances the integrity of our catchments, by working in partnership with communities to deliver enduring natural resource management outcomes. We are currently seeking an energetic and inspiring person to join our Strategy and Partnerships team as Project Support Officer.

Located at our Huntly office (near Bendigo), the Project Support Officer will support the achievement of project delivery and strategic initiatives for the organisation through provision of administrative and secretariat support across the project life cycle, including participating in project development and evaluation, the coordination of meetings and contracts, and ensuring compliance to contractual obligations and agreements.

The successful candidate will demonstrate:

- Capability in facilitation, relationship management and networking.
- A strong understanding of NRM planning, monitoring, evaluation and reporting activities.
- Expertise in written and oral communication.
- Ability to work across multiple timelines and projects, be self-motivated and resourceful.

For further information about this position, please obtain a position description from the Jobs and Tenders section of our website at www.nccma.vic.gov.au or contact the North Central CMA reception on (03) 5448 7124.

Applications must include a covering letter, a current resume, and statement addressing the key selection criteria. Applications will be accepted until **5pm, Monday 10 October** and may be submitted by e-mail to dpham@baysidepersonnel.com.au

Connecting Rivers, Landscapes, People