



## Position Description

Position Title	Procurement Officer
Status	Ongoing, Non-ongoing
Location	Canberra, ACT
Reporting To	Assistant Director, Procurement
Contact Officer	<a href="mailto:Luke.sikaloski@ahl.gov.au">Luke.sikaloski@ahl.gov.au</a>

### About the Role

The Procurement Officer provides high-level advice and support to AHL staff undertaking procurement and contract management activity on AHL procurement and contract management policies, procedures and best practice.

Working closely with the Assistant Director Procurement, this role is responsible for ensuring procurement activities are conducted in a timely and compliant manner, while supporting operational business needs and in compliance with AHL procurement and contract management policies and procedures.

The role plays a key part in strengthening procurement capability across the organisation by developing and implementing frameworks, processes, policies, tools and guidance materials. This includes delivering training and advice to staff and stakeholders to build procurement knowledge and consistency.

The role supports continuous improvement of procurement systems and processes and contributes to initiatives that strengthen governance. It contributes to the design and implementation of procurement strategies that support both immediate business needs and long-term capability.

Additionally, the role provides hands on support with staff corporate travel, management of corporate credit cards, fleet management, coordination of AHL's annual Fringe Benefits Tax (FBT) return, and undertakes routine reporting tasks relating to these areas.

For more details see [Attachment A](#).

### About Aboriginal Hostels Limited (AHL)

Aboriginal Hostels Limited (AHL) is a not-for-profit Commonwealth company dedicated to providing culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Since 1973, AHL has been committed to improving the quality of life and economic opportunities for First Nations people through a national network of over 40 hostels across Australia. Join us in making a meaningful impact and supporting our mission to enhance the lives of First Nations communities.



## Why Join Us?

Joining AHL means contributing to a Company with a proud national purpose and deep community impact. This is a unique opportunity to establish a new enterprise function and shape how strategic transformation is delivered across AHL. You will influence executive and Board decision-making, build enduring organisational capability, and help deliver long-term outcomes that strengthen service for communities.

You will work in a values-driven environment where cultural integrity, collaboration and meaningful change are central to success.

## About You

Our ideal candidate is an experienced procurement professional who enjoys working in a fast-paced environment and takes pride in delivering high-quality, practical advice.

They are a strong team leader who enjoys developing others and building capability through coaching, guidance and clear processes. They are comfortable managing competing priorities and can adapt quickly when workforce needs change.

The successful candidate will be confident working with stakeholders across different levels of the organisation, including executives, managers and operational staff located across metropolitan, regional and remote locations. They will be able to communicate procurement processes clearly and provide advice that supports timely and sound decision making.

## Position and Perks

**Classification:** APS Level 6

**Vacancy Type:** Ongoing, Non-ongoing; Full-time/Part-Time

**Salary range:**

- APS6 - \$99,734 - \$111,701

Note: the base salary is the default rate, however salary maintenance for Section 26 transfers, or an above-base pay point (commensurate with the skills and experience) may be considered for the successful candidate. Explore our Enterprise Agreement (2024-2027) [here](#).

**Location:** Ngunnawal Country (Phillip, ACT)

**Benefits:**

We offer more than just a job; we provide an opportunity to make a meaningful impact. By joining our team, you'll contribute to AHL's vision to improve the quality of life and economic opportunity for First Nations people. You'll work alongside passionate colleagues striving for positive social change. Perks include:

As a Public Benevolent Institution (or "Not-For-Profit"), we offer significant benefits through salary packaging, which allows our employees to use pre-tax dollars for expenses like mortgage, rent, and living expenses. This is in addition to the usual salary packaging availability for vehicles and laptops and is not ordinarily available in other APS agencies. Utilising the full \$15,900 cap per FBT year (April to March), results in substantial tax savings, increased take-home pay, and greater financial flexibility. Calculate your potential savings by visiting either of our providers' websites:

<https://salpacaus.com.au/pbi-benefit-calculator> <https://www.smartsalary.com.au/calculator>

**Convenient and central office location** (In Phillip, ACT) with close proximity to bus route; Free all-day parking options close by. Lockers, bike racks and on-site shower/changing facilities; regular social club activities;

**Development opportunities** within the team and branch – higher duties are automatically paid after 1 day (no two-week waiting period).

No security clearance required (though a National Criminal History Check will be undertaken). Immediate start available.

## Attachment A

### Key Responsibilities

In line with APS 6 work level standards, this role will:

- Provide procurement and contract management assistance and advice to AHL business areas and liaise with suppliers and Government entities on procurement matters, including accessing panels arrangements.
- Ensure procurement and contract management activity is undertaken in compliance with relevant procurement and contract management policies, procedures, guides and any other related material.
- Undertake procurement administration functions including reviewing RFQ and contract content, maintaining contract register(s), entering contracts into TechOne contract module, including actioning variations, coordinating approaches to market and liaising with suppliers and AHL business areas during tender processes.
- Assist with the testing and implementation of the Sourcing module in TechOne and provide training to AHL staff involved in the procurement and contract management process, including providing help desk support to AHL staff utilising the Sourcing module in TechOne when undertaking procurement activity.
- Assist with AHL fleet management.
- Manage the annual AHL FBT reporting obligations, including collating and analysing data, generating GL reports from the FMIS, liaising with AHL business areas, KPMG, salary sacrificing providers, vehicle leasing providers and ATO. Coordinate responses to questions from KPMG and finalise the FBT return by the due date.
- Undertake annual Supply Nation reporting.
- Undertake Indigenous expenditure reporting for Senate Estimates, Questions on Notice and the AHL Executive dashboard Report.
- Assist with travel and credit cards management in line with Whole of Australian Government (WoAG) travel arrangements.
- Assist with updating and maintaining procurement, contract management, fleet, travel and credit card policies, procedures and guides.
- Assist with ad-hoc duties within the Procurement, Travel and Credit Card Team, including creating and varying Purchase Orders (PO)'s.

### Key Capabilities

- Strong knowledge of Procurement legislation, frameworks and processes.
- Ability to provide clear, practical and accurate advice to stakeholders.
- Strong organisational skills and ability to manage competing priorities.
- Ability to operate with cultural intelligence and respect in First Nations contexts.
- Strong ability to maintain accurate procurement records and audit readiness.
- Knowledge of probity and conflict-of-interest management.
- Commitment to improving procurement and contract management processes.

### Qualifications

- **Essential:**
  - Relevant qualifications and/or equivalent experience in procurement or related discipline.

## Recruitment Initiatives

This is an Identified Position as it requires an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people, and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.

Further, the RecruitAbility scheme applies to this vacancy. Under the RecruitAbility you will be invited to participate in further assessment activity for the vacancy if you choose to apply under RecruitAbility, declare you have a disability, and meet the minimum requirements for the position. For more information on the RecruitAbility scheme please follow this link: [APSC Recruitability scheme guide applicants.](#)

## Eligibility

To be eligible to apply, applicants must be Australian Citizens or have already lodged an application for Australian Citizenship.

Successful applicants will be required to:

- provide an Australian Citizenship document (e.g. birth certificate or passport);
- undergo a Satisfactory National Criminal History Check; and
- meet the Fitness for Duty requirements.

For new APS employees, a six-month probationary period will apply.

## How to Apply

Submit your application through to [jobs@ahl.gov.au](mailto:jobs@ahl.gov.au) by **11:59pm AEST on Monday 8 June 2026**.

As part of your application, you will need to provide:

- Your resume (maximum three pages)
- A one-page pitch (up to 750 words) detailing how your skills, knowledge, experience and qualifications make you the best candidate for the job and to perform the relevant classification level.

You may also refer to the [APSC Cracking the Code](#) for further guidance and assistance in applying for jobs in the Australian Public Service.