



## AUSTRALIAN HIGH COMMISSION – KUALA LUMPUR

### Security and IT Manager – Expected Vacancy

The Australian High Commission in Kuala Lumpur invites applications **from Australian citizens** for the position of Security and IT Manager which is an expected vacancy.

The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high quality overseas aid program and helping Australian travellers and Australians overseas.

The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional and bilateral interests.

The terms of employment will be in accordance with the Kuala Lumpur Based Terms and Conditions of Employment, including salary and other benefits. The *Fair Work Act of Australia 2009* will not apply to the employment of the successful candidate. The successful applicant's employment will be regulated by the laws of Malaysia.

Employment will be offered on a contract basis for an initial one-year period with the possibility of renewal, at the LE6 Level with an **annual salary package of MYR 108,876 to MYR 117,840**. An additional salary component may apply depending on the skills and experience of the successful applicant. Salary will include medical, superannuation, flex-time and other benefits. Continued employment is subject to successful completion of a six (6) month probation period.

The Australian High Commission in Kuala Lumpur will not be responsible for any costs incurred on relocation or accommodation arrangements, nor the return of the successful applicant to their country of origin at the end of the contract. A medical examination, referee and probity checks, including the successful candidate's evidence of entitlement to work in Malaysia will be required prior to commencing duty with the High Commission.

### Job Description

The Security & IT Manager manages and provides all Security and ICT related services, in coordination/consultation with DFAT Canberra, to various agencies within the High Commission under agreed Service Level Agreement standards.

## Tasks and Functions

The key responsibilities of the position include, but are not limited to:

- Manage the security services of the High Commission, Official and staff residences and undertake and prepare the residential security inspection reports.
- Lead, guide and direct the High Commission's Security Section, including the contracted security guarding personnel and Malaysian diplomatic police assigned to the mission.
- Prepare the Post Security Instructions, Emergency Procedures, Personal Security Awareness Briefing Notes, and Standard Operating Procedures for security at the mission and other relevant security documentation and procedures.
- Oversee the regular review/update of Crisis Action Plans, contingency and security plans for ANZAC commemorative events, and contribute to the review of the Travel Advice.
- Provide advice on security for high level visits to Malaysia and prepare security plan/s.
- Advise on fire safety procedures, liaison with local fire services, briefings to all personnel, and drills.
- Set priorities and allocate human and financial resources in order to deliver effective security and IT services.
- Manage and report on post security budgets.
- Manage the post security contracts with commercial service providers, including those for static guards.
- Manage the deployment, use and maintenance of chancery technical and physical security equipment.
- Manage the IT services team.

## Selection Criteria

It is expected that the successful applicant will fulfil the following criteria in relation to the above duties:

- Fluent in English with highly developed written and oral communication skills. Very good interpersonal skills. Proven ability to deal with a wide range of clients, cultures and expectations.
- Demonstrated sound judgement, proven organisational skills and ability to solve problems, act flexibly, determine priorities and a proven ability to maintain confidentiality;
- Ability to manage a small but diverse team to deliver results
- Ability to work as an individual, and as a member of a team, with minimal supervision;
- Proven ability to provide advice to management, clients and stakeholders on all aspects of operational security and information technology management;
- Professional qualifications in security and/or IT
- Demonstrated experience working in security and/or IT related fields, including managing contracted service providers
- Hold a valid Malaysian drivers licence; and
- Must have, or be eligible for, an Australian National Security Clearance.

## **Security designated position**

**It is requirement that the applicant is an Australian Citizen** and should possess a current Australian National Security clearance or must be willing to undergo vigorous security checks necessary to obtain the required security clearance.

## VISA INFORMATION

To work at the Australian High Commission, it is a requirement to hold a work permit/visa. The High Commission will facilitate the necessary work authorisation for the work permit/visa process for the successful applicant. The successful candidate is responsible for his/her travel and accommodation arrangements. The work permit/visa is only applicable to the successful applicant. Family members and dependants are not included.

Once the permission is granted by the Ministry of Foreign Affairs (Malaysia) for the successful applicant to work in Malaysia, the employment can commence immediately thereafter. Following commencement the High Commission will lodge the necessary paperwork for the application for the work permit/visa. This may take up to a month.

**Please note, this position is open to Australian citizens only.**

## PREPARING YOUR APPLICATION

### Your application should include:

1. **Employment & Qualification Background** - A two page CV which includes current and recent past employment, positions held, language skills, formal qualifications and awards/achievements.
2. **Statement of Claims** - a 1 page pitch of no more than 750 words to tell us why you are the right person for the job. We want to know why you want to work at the Australian High Commission, why you are interested in the role, what you can offer us, and how your skills, knowledge, experience and qualifications are applicable to the role. Statements of claim that do not cover the selection criteria will not be taken into consideration.

*The Statement of Claim is the centre piece of your application and should be presented in a concise and focussed manner. In preparing your statement of claims, you **must** address each selection criteria and should highlight relevant experience and training; you may also include examples of work you have done and demonstrate how your contribution resulted in a positive outcome for your employer. Your statement of claims should be written in English.*

3. **Provide contacts for two referees** - Complete Attachment A

You need to provide contacts for two referees who are familiar with your professional as well as personal skills and competence. In most cases referees are not contacted unless you are shortlisted for the position, however if we have a tight timeframe we may contact referees before interviews.

4. **Optional Equity and Diversity Data Sheet** - Attachment B

The form is attached.

The Equity and Diversity data sheet is not compulsory, however, it helps us to ensure we are targeting a diverse range of potential employees and it enables applicants to bring to our attention any specific needs they might have – for example highlighting any disabilities which may need to be taken into consideration at the interview venue.

**Your completed application package must be emailed by 5:00pm, 6 July 2016 (Kuala Lumpur time) to [ahckl.admin@dfat.gov.au](mailto:ahckl.admin@dfat.gov.au)**

**Late or incomplete applications will not be taken into consideration.**

**We thank all applicants for their interest; however only those selected for an interview will be contacted. The Australian High Commission in Kuala Lumpur is committed to protecting the privacy of your personal information. Information provided will be used for recruitment and employment purposes only.**

## Statement addressing Selection Criteria

Your one page pitch of no more than 750 words is a chance to tell us why you are the right person for the job. We want to know why you want to work at the Australian High Commission, why you are interested in the role, what you can offer us, and how your skills, knowledge, experience and qualifications are applicable to the role. In a nutshell – why should we hire you? **Please note, this position is open to Australian citizens only.**

Try not to duplicate information that can already be found in your resume, but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

Applicants are strongly encouraged to nominate their current and immediate previous supervisors as their referees. If this is not appropriate, or you do not have a current or previous supervisor, please nominate referees who are best placed to discuss your work performance. The High Commission will contact the nominated person/s if you are short listed for the interview.

**Referee 1**

Full name of Referee:	Relation to Applicant (employer/supervisor):
Occupation (Position and company):	Phone:
Email:	

**Referee 2**

Full name of Referee:	Relation to Applicant (employer/supervisor):
Occupation (Position and company):	Phone:
Email:	

**Declaration:**

I declare that the information I have provided is true and correct at the time of submission. I understand and agree that giving false or misleading information is an offence which may lead to disqualification from this selection process, or termination of my employment if I am the successful candidate.

Signature

Date:

The Australian High Commission is committed to providing a fair, flexible, safe and rewarding workplace and actively encourages a working environment that is free from harassment and discrimination. The High Commission recognises diversity and the benefits associated with building a workforce that reflects this diversity.

Measures are taken to eliminate employment-related disadvantages on the basis of gender, race or ethnicity, or physical or intellectual disability. To ensure these measures are effective, statistical information about the employment of people in these groups is required. You are not obliged to complete this form, however, by doing so you will help ensure the data collected reveals an accurate reflection of the diversity of our workforce.

**Gender:** M F

**Are you an Australian citizen:** Yes No

**Were you born in Australia:** Yes No

**If you are not an Australian, what is your nationality? .....**

**Is English your first language:** Yes No

**Do you have a disability?** Yes No

**(Note: Please indicate below any special requirements you may have at interview.)**

*NOTE: In accordance with the Commonwealth Privacy Act, these details will not be disclosed to other agencies, persons or organisations. Composite statistical data will be used for reporting purposes only.*