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**AUSTRALIAN HIGH COMMISSION**

**KUALA LUMPUR**

Administrative Assistant

Malaysia-Australia Joint Defence Program (MAJDP)

The Australian High Commission invites applications for the position of Administrative Assistant, Malaysia-Australia Joint Defence Program (MAJDP) within the Department of Defence. The position is to commence as soon as possible.

The primary role of Defence is to defend Australia and its national interests against armed attack. In doing so, Defence serves the Government of the day and is accountable to the Commonwealth Parliament, which represents the Australian people to carry out the Government's Defence policy efficiently and effectively. Australia's Defence policy is founded on the principle of self-reliance in the direct Defence of Australia, but with a capacity to do more where there are shared interests with partners and allies.

The Malaysia Australia Joint Defence Program (MAJDP) aim is to enhance the effectiveness of the bilateral Defence relationship between Malaysia and Australia. The MAJDP covers all aspects of the bilateral Defence relationship between Australia and Malaysia. This relationship constitutes one of Australia's most significant and enduring Defence partnerships. The MAJDP incorporates Joint Australian Defence Force (ADF) and Single service (Navy, Army, and Air Force) exercises, seconded officer exchanges and facilitates access to individual training courses and academic opportunities in respective countries.

The Australian High Commission currently offers an attractive conditions package that includes recreation/medical leave, medical benefits and performance-based bonus. Employment will be offered on an on-going basis, at a Level 3 locally engaged staff position (LE3) with a monthly salary of RM4,616. Continued employment is subject to successful completion of a three (3) to 6 (six) months probation period.

The Australian High Commission will not be responsible for any costs in relation to relocation, accommodation arrangements nor the return of the officer to their hometown.

**Job Description**

Under the direction of the Defence Liaison Officer (DLO), this position provides administrative support to the MAJDP program and Malaysia Australia Defence Alumni Association (M-AADA) activities. The position also supports the coordination and delivery of the MAJDP training program, including the seconded officer program, long-term schooling, short and long (Malaysian Armed Forces) courses, and the Master's program. The position also provides continuity in the MAJDP individual training and education program in the absence of the DLO.

**Tasks and Functions**

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

* Provide administrative support to the MAJDP Defence Liaison Officer and MADAA.
* Assist with coordinating the in-country Defence Cooperation Scholarship Programme (DCSP) selection process and liaise with key stakeholders including the Malaysian Armed Forces Headquarters (MAF HQ), Single Service HQ, selected Australian Defence Force (ADF) agencies, and tertiary education and commercial service providers.
* Provide general administrative support and pre-departure briefings to personnel undertaking training in Australia, including visa lodgement, coordination of family housing, travel bookings and international removals.
* Coordinate English language aptitude testing using the Australian Defence Force English Language Profiling System (ADFELPS) and International English Language Testing System (IELTS) for personnel undertaking training in Australia.
* Draft MAJDP training and course correspondence, including financial, immigration and administrative documents for personnel attending Australian or third country  sponsored training.
* Respond to queries from interested agencies and contacts and Provide surge driver support as directed to meet broader Defence and MAJDP tasking.

**Selection Criteria**

* Proficient in written and oral English and Bahasa Melayu.
* Proficient in using Microsoft Office (including Word, Excel, Access, PowerPoint, and Outlook).
* Effective communication, networking, and negotiation skills.
* Desirable defence of national security experience with knowledge of the Malaysia Australia Joint Defence Program, its complexities and critical operational support requirements
* Desirable knowledge of MAADA or like Alumni associations.

**EQUAL EMPLOYMENT OPPORTUNITIES**

The High Commission recruitment decisions are made on the basis of merit and we do not discriminate on the grounds of gender, age, race, ethnicity, sexual preference, religion or disability. Our employees enjoy equity and fairness in the workplace, opportunities for professional development, and support to balance their work and private lives.

**PREPARING YOUR APPLICATION**

**Your application should include:**

1. Employment & Qualification Background - Complete Attachment A

The form is attached for completion.

1. **Curriculum Vitae (CV)** outlining personal details, relevant work experience, educational qualifications and skills (minimum two pages).
2. **A One (1) to Two (2) Page Pitch** of no more than 1000 words addressing the selection criteria above. Your statement should address how you have the skills and knowledge relevant to the position’s responsibilities, with reference to your relevant qualifications and experience.
3. Provide contacts for two referees - Complete Attachment B

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.

1. *Optional* Equity and Diversity Data Sheet - Attachment C

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, 29 November 2024 (Kuala Lumpurtime) to** [ahcklrecruit@dfat.gov.au](mailto:ahcklrecruit@dfat.gov.au)

**Late or incomplete applications that do not address the selection criteria 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 is committed to protecting the privacy of your personal information. Information provided will be used for recruitment and employment purposes only.**

**ATTACHMENT A Employment & Qualification Background**

**1. Personal Particulars**

|  |  |  |
| --- | --- | --- |
| Title | **Surname** | **Given Name(s)** |
|  |  |  |

|  |
| --- |
| **Contact Details – address, telephone contact details, email address** |

**2. Current Employment**

|  |  |  |
| --- | --- | --- |
| **Month/Year**  **Commenced** | **Employer** | **Position** |
|  |  |  |
| Brief Description of your duties | | |
|  | | |

**3. Previous Positions Held (including movement within an organisation)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month/Year**  **Commenced** | **Month/Year**  **Finished** | Employer | **Position** | **Level** |
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**4. Academic Qualifications**

|  |  |  |
| --- | --- | --- |
| **Year Received** | **Qualification** | **Institution** |
|  |  |  |
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**5. Languages**

|  |  |
| --- | --- |
| Language | **Proficiency Level** |
|  |  |
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**6. Other** e.g. Awards, Academic Appointments, Publications, Professional Associations, etc

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**ATTACHMENT B Referee contacts**

**ACHMENT B Referee contacts**

Please provide the names and details of two referees whom the High Commission can contact 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: |  |

**ATTACHMENT C Equity and Diversity Data Sheet**

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.)**

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*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.*