

**AUSTRALIAN HIGH COMMISSION**

**KUALA LUMPUR**

Executive Assistant to Defence Adviser – Defence Section

The Australian High Commission in Kuala Lumpur invites applications for the position of Executive Assistant to Defence Adviser within the Department of Defence. The position is to commence as soon as possible.

The mission of Defence is to defend Australia and its national interests in order to advance Australia’s security and prosperity. Defence serves the Government of the day and is accountable to the Commonwealth Parliament which represents the Australian people to efficiently and effectively carry out the Government’s defence policy. 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 Department works closely with the Department of Foreign Affairs and Trade (DFAT) and other Australian government agencies in the Australian High Commission as part of a whole of government approach to advance Australia’s global, regional and bilateral interests.

The Australian High Commission currently offers an attractive conditions package that includes recreation/medical leave, medical benefits and contractual bonus. The terms of employment will be in accordance with the High Commission’s Conditions of Employment for locally engaged staff in Kuala Lumpur. The *Fair Work Act of Australia* 2009 will not apply to the employment of the successful candidate. Employment will be offered on a contract basis for an initial two-year period with the possibility of renewal at a Level 3 locally engaged staff position (LE3) with a monthly salary of RM4,435. In addition, a further RM4500.00 will be paid monthly upon successfully attaining a secret security clearance. Continued employment is subject to successful completion of a 6 months’ probation period and successfully obtaining a valid Malaysian work permit/visa.

**Job Description**

The position is a locally engaged position within the Australian High Commission.

The Executive Assistant to the Defence Adviser provides full executive administrative support and undertakes a broad range of office administrative tasks to support the Defence Section’s corporate operations. This role works closely and collaboratively with policy and client service colleagues in a very small team.

**Tasks and Functions**

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

* Manage day-to-day administrative arrangements for the Defence Adviser, including managing diary and daily program, receiving and escorting official visitors and other administrative support as required.
* Undertake basic research, analysis and coordinate policy briefs, official statements and background materials for the Defence Adviser representation at key meetings and high-level events.
* Manage receipt and dispatch of correspondence for the Defence Executive Team including responding to queries and invitations, drafting letters and minutes.
* Provide corporate support to Defence Section Staff including travel arrangements and credit card/representation funding acquittals.
* Assist with logistical and planning arrangements for official visits and provide administrative assistance for visiting officials, as required.
* Conduct liaison with other sections within the High Commission to ensure the smooth functioning of Defence activities
* Liaise with key internal stakeholders, government and public officials and other diplomatic missions, in support of Defence Section priorities.
* Coordinate official functions and events and organise logistics, including liaising with staff, external clients and vendors.
* Undertake financial functions, including tracking, accounting for and advising on financial expenditure, processing of payments and preparation of advances, credit card acquittals and representational returns
* Maintain contact databases, undertake filing and maintain records for the Defence Section.
* Brief and coordinate activities of Defence Drivers

**Selection Criteria**

###### **Essential:**

* Very good spoken and written English language skills.
* Highly developed communication and liaison skills, in particular, the ability to deal with Military personnel and representatives from different organisations.
* A high level of proficiency with PC based software applications including Microsoft Word, Excel and Outlook.
* Ability to plan, organise and prioritise workloads.
* Flexibility and ability to work independently and as a team member.

###### **Desirable:**

###### Flexibility to work at short notice, including weekends and public holidays, if required.

* Previous or recent experience in the Australian Public Service.

**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.

**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.

**VISA INFORMATION**

To work at the Australian High Commission, it is a requirement to hold a valid Malaysian 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, relocation costs, accommodation arrangements, visa fees and the return of the officer to their home town.

The work permit/visa is only applicable to the successful applicant. Family members and dependants are not included. Applicants with dependants will need to consider Malaysian visa and entry requirements for family members, including the possibility of family members exiting and re-entering Malaysia to obtain new visas.

**Note:**

The offer of employment is contingent upon successfully obtaining a valid Malaysian work permit/visa.

**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 Page Pitch** addressing 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, 07th March 2025 (Kuala Lumpur time) to** 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)** |
| **Title** |  |       |

|  |
| --- |
| **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**

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

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| 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:Mr/Ms. | Relation to Applicant (employer/supervisor): |
| Occupation (Position and company): | Phone: |
| Email:  |  |  |

**Referee 2**

|  |  |
| --- | --- |
| Full name of Referee:Mr/Ms. | 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.*