

**AUSTRALIAN HIGH COMMISSION – MALAYSIA**

**Investigative/Administrative Assistant – Australian Federal Police (AFP)**

**(On-going position)**

Applications are invited **from Australian citizens** for the position of Investigative/Administrative Assistant within the Australian High Commission.

The Australian Federal Police (AFP) is Australia’s national police force. It works closely with partner law enforcement agencies in Australia and overseas to combat all forms of transnational crime.

Under a formal agreement the AFP cooperates with the Royal Malaysia Police (RMP) to combat transnational crime impacting on Australia’s national interests. Engagement between the AFP and RMP is focussed on building productive strategic relationships, joint investigations and operations, intelligence sharing and capacity development.

The AFP Kuala Lumpur (KL) Office also engages other enforcement agencies such as the Malaysian Anti-Corruption Agency, Bank Negara, Attorney General’s Chambers and foreign law enforcement represented in Malaysia.

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 an on-going basis at a Level 4 locally engaged staff position (LE-4) with a monthly salary of RM6,281.00. Continued employment is subject to successful completion of a 6 months’ probation period and successfully obtaining a valid Malaysian work permit/visa .

**About the role**

Under general direction, the Investigative/Administrative Assistant works to established policies and procedures to provide administrative, policy and operational support to AFP officers at the Australian High Commission. The position requires a Negative Vetting 1 (Secret) security clearance.

**The key responsibilities of the position may include:**

* Conduct research and provide comprehensive analysis on law enforcement matters, including analysis of Malaysian law enforcement, legislation, policy and practices.
* Provide intelligence support for Australian investigations, conduct research on intelligence products from partner agencies and collate data for intelligence reports.
* Respond to moderately complex enquiries from the AFP, Australian State and Territory Police, Australian law enforcement and regulatory authorities, foreign law enforcement agencies and host law enforcement authorities, including the Royal Malaysia Police (RMP).
* Manage the Post Management Framework Spreadsheet and record all major activities undertaken by the AFP Office, including meetings, representation, visits, tasks and intelligence.
* Liaise and coordinate with relevant law enforcement officers and draft written correspondence to the RMP and Malaysian authorities.
* Monitor media and other forms of social media to ensure an awareness of contemporary Malaysian law enforcement issues likely to impact post and report on key issues (through broad reading of Malaysian news media, RMP website, academic and legal reports and networking with other agency representatives).
* Develop and maintain productive and high-level relationships with a range of stakeholders, and attend events and functions as an AFP representative reporting to AFP officers on meeting outcomes and priorities.
* Coordinate background checks and facilitate requests from local and foreign law enforcement agencies.
* Undertake financial processing, pay vendors, purchase equipment for the office, record assets and process acquittals.
* Provide administrative support, update the office schedule, arrange meetings for AFP officers, manage the office email inbox and coordinate the logistical requirements for RMP Officers to attend AFP training courses and conferences.

**Qualifications/Experience**

* The ability to acquire and maintain a Negative Vetting 1 (Secret) Security Clearance is essential.
* Demonstrated high-level written and oral English communication skills, including effectiveness in negotiation, liaison and representation.
* Sound project, financial and event management skills, and the ability to conduct high-level liaison with internal and external stakeholders to achieve outcomes.
* Demonstrated initiative, adaptability and the ability to work flexibly in both a small team and individually.
* Proven information management skills including well-developed computer skills and experience using Microsoft Office applications and databases.

**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 and visa fees.

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 to Two Page Pitch** of no more than 1000 words outlining how your skills, experience and qualifications makes you the best person for the job. Your statement should address how you have the skills and knowledge relevant to the position’s responsibilities with reference to 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, 7 November 2021 (Kuala Lumpur time) to** ahcklrecruit@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.**

**ATTACHMENT A Employment & Qualification Background**

**1. Personal Particulars**

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

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

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:

**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.*