

**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 the Defence Adviser within the Defence Section to commence not later than 14 December 2020.

The terms of employment will be in accordance with the Kuala Lumpur Based Terms and Conditions of Employment. Employment will be offered on a contract basis for an initial two-year period with the possibility of renewal, at the LE3 Level with an annual salary of RM50,484 to RM54,636 (12 months). In addition, a further RM4500.00 will be paid monthly upon successfully attaining a secret security clearance. 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.

**About the Department of Defence**

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 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.

**Job Description**

This position works in the Defence Section of the Australian High Commission. Under general direction, the Executive Assistant provides high-level executive, administrative and organisational support to the Defence Advisor and Defence Executive team.

The position is a Locally Engaged Staff Designated Security Assessment Position (DSAP) within the High Commission.

**Tasks and Functions**

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

* Provide executive and operational support to the Defence Executive Team, and manage program and appointment schedules, receive and escort official visitors and make travel arrangements.
* Undertake research and administrative tasks as assigned by the Defence Adviser, and report on key matters and issues.
* Prepare a range of routine correspondence to a high standard for the Defence Executive Team, and mange incoming and outgoing correspondence.
* Assist in the planning and coordination of visits to Malaysia by Australian Defence Staff, including the arrangement of travel logistics and drafting of visit programs.
* Develop and maintain strong working relationships with key internal and external stakeholders to ensure the smooth functioning of Defence activities.
* Liaise with the Ministry of Defence and other Malaysian agencies to facilitate visits and calls.
* Maintain Defence databases and manage electronic data including key contacts and guest lists.
* Coordinate the activities of the Defence Drivers, and brief them on work schedules.
* Facilitate approved travel arrangements for the Defence Executive Team - both internal and as required.

**Selection Criteria**

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

* Strong 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.

* An understanding of Australian Defence Force processes, procedures and terminology.

**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.

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| **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.

**This position is open to Australian citizens only.**

**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** of no more than 500 words 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, 30 August 2020 (Kuala Lumpur time) to** [ahcklrecruit@dfat.gov.au](mailto: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 | | |
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**3. Previous Positions Held (including movement within an organisation)**

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

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**

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| --- | --- | --- |
| 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.*