

**AUSTRALIAN HIGH COMMISSION – KUALA LUMPUR**

**Security and IT Manager**

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

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. Employment will be offered on an ongoing basis at a Level 5 locally engaged staff position (LE5) with an annual salary of RM100,608 to RM108,900.An additional salary loading/component may be payable depending on the skills and experience of the successful candidate which will be assessed on an individual basis. 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 employment. 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**

Under limited direction, the Security Manager manages the Security and IT Section, and is responsible for the assessment and implementation of security measures in the High Commission, the High Commissioner’s residence and staff residences. They manage a complex security contract for 24 hour guarding of the High Commission and the High Commissioner’s residence.

**Tasks and Functions**

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

* Supervise the High Commission’s Security section, including 16 contracted security guarding personnel. Implement work plans for the section including setting tasks and priorities, managing work flow and allocating resources.
* Manage the Local Area Network Administrator (LANA), who provides IT support to the High Commission.
* Conduct security risk assessments, plan after hours guarding arrangements and provide recommendations to the Deputy High Commissioner on security matters.
* Conduct research, use expertise and interpret and apply legislation, policies and procedures in order to provide expert advice on complex security matters.
* Develop, draft and implement Post Security Instructions, Emergency Procedures, Personal Security Awareness Briefing Notes, Residential Security Inspection reports and Standard Operating Procedures for security at the mission and other relevant security documentation and procedures.
* Develop and oversee implementation of security plans for High Commission, including for high profile public events such as ANZAC commemorative events and Australia Day events.
* Develop and manage relationships with external stakeholders including local authorities, other foreign missions, contractors and JLL in order to achieve positive outcomes.
* Manage and deliver complex security related projects.
* Provide advice on security for high level visits to Malaysia and prepare security plan/s.
* Advise on fire safety procedures, liaison with local authorities including police and fire services, briefings to all personnel, and drills.
* Coordinate and deliver security awareness training, seminars and briefings to all staff and their spouses.
* Develop, implement and monitor the Post Security Budget.
* Manage the post security contracts with commercial service providers and ensure compliance, including those for static guards. Negotiate and work collaboratively with service providers to resolve security related matters.
* Manage the deployment, use and maintenance of chancery technical, physical security and IT equipment.

**Selection Criteria**

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

* Demonstrated experience working in security, including managing contracted service providers.
* 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 and also 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.

**Highly Desirable**

* Hold a valid Malaysian or international drivers licence.

**Security designated position**

**This position is open to Australian citizens only, who either hold, or are eligible to obtain an Australian National 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 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
2. **Curriculum Vitae (CV)** outlining personal details, relevant work experience, educational qualifications and skills (minimum two pages);
3. **A One Page Pitch** of no more than 1000 words addressing how you have the skills and knowledge relevant to the position’s responsibilities, with reference to your relevant qualifications and experience.
4. 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, 10 January 2021 (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)** |
|  |  |  |

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