



Australian Government

Department of Foreign Affairs and Trade

First Assistant Secretary – Contracting and Aid Management

Senior Executive Service Band 2

Contracting and Aid Management Division

Ongoing, Full-time

Canberra, ACT

Located within DFAT's Service Delivery Group, the Contracting and Aid Management Division (ACD) is responsible for aid management, performance and procurement, program risk management, integrity and safeguard systems across the department. ACD is responsible for the development and oversight of systems for planning, managing and assessing aid investments and their risks and performance. The application of those systems, processes and policies is the responsibility of line areas of the department, with guidance and support provided by ACD. ACD also supports suppliers of services to the aid program.

The division is at the forefront of ongoing initiatives to strengthen the quality and impact of the department's aid program. The division conducted an aid operations health check in 2017, leads on annual bilateral and global health checks and acts as the secretariat for DFAT's Aid Governance Board. The division is also responsible for specialist risk areas such as fraud control and child protection in the aid program.

The position provides overall management and leadership for the division. With up to six direct reports, the role oversees the operations of the division and represents key priorities to the Secretary and Executive. As a senior member of DFAT, the position also contributes to the leadership, governance and culture of the broader department, including through demonstrated personal leadership, mentoring and engagement on cross-departmental issues such as the department's diversity strategies, corporate plan, risk management and organisational capability.

Candidates must be Australian citizens.

This is a security-designated position. Prior to engagement selected candidates will be required to obtain an Australian national security clearance at Negative Vetting Level 2. Ongoing employment with the department requires the successful candidates to maintain a security clearance. Loss of a security clearance at any time will lead to termination of employment.

A face-to-face interview is a critical part of the security clearance process. This interview will be conducted in Australia, preferably in Canberra. If you reside overseas, please be aware that you will be required to travel to Canberra at your own expense to undertake the security clearance interview. Interviews cannot be conducted by video link or Skype.

Depending on the role into which you are placed, you may be required to obtain and maintain a Working with Vulnerable People/Children registration (or equivalent).

DFAT employees are expected to adhere to the APS Values and Code of Conduct and the DFAT Values Statement.

Please visit the DFAT website (**click below**) to view further details of this opportunity.

Applications close Monday 10 December 2018 at 2:00pm AEDT.

DFAT WEBSITE