



Australian Government

Department of Foreign Affairs and Trade

Executive Assistant (Specialist) (Several Positions)

APS Level 4, APS Level 5, APS Level 6 (\$67,657 - \$92,489) plus superannuation
Various Branches

Ongoing, Full-time, Part-time
Canberra, ACT

An opportunity exists for highly motivated and experienced officers to provide executive assistance and administrative support to senior executive officers and their respective teams. Positions are available in various work areas throughout the department. Successful officers may be expected to provide support to multiple senior executive staff.

As an Executive Assistant Specialist, you will be required to carry out Executive Assistant functions for the duration of your employment with the department, unless you are successful in a subsequent merit-based selection process for another position.

You will be a resilient officer who enjoys a fast-paced, challenging working environment. You will be able to demonstrate a highly developed ability to multitask and manage competing priorities, with excellent time management skills, problem solving and attention to detail. You will have excellent communication skills, demonstrate the highest standards of integrity and professionalism, and will adhere to APS and departmental conduct and values.

As an **APS4/5 Executive Assistant**, you will manage the office of at least one SES Band 1 or SES Band 2 (or equivalent) and ensure efficient workflow. You will undertake administration and coordination tasks, and support project and research work. You will prepare correspondence, organise diaries, arrange travel and meetings, and manage office systems and records using Microsoft Office, SAP, and TRIM (electronic file management system).

In addition, you may provide support and assistance to the administrative coordination units in your work area. You may also be required to provide relief assistance and support to the Foreign Minister's, Trade Minister's and Parliamentary Secretaries' offices.

As an **APS6 Executive Assistant**, you will manage the office of a senior DFAT officer (such as a Deputy Secretary) and provide high-level administrative support to ensure efficient workflow with limited supervision. This includes calendar management and preparing daily and forward programs. You will prepare correspondence, organise diaries, arrange travel and meetings, co-ordinate briefings and manage office systems and records using Microsoft Office, SAP, and TRIM (electronic file management system). You will operate with discretion and judgement to ensure members of the Executive and their visitors are professionally supported.

In addition, you may provide support and assistance to the administrative coordination units in your work area. You may also be required to provide relief assistance and support to the Foreign Minister's, Trade Minister's and Parliamentary Secretaries' offices.

Candidates must be Australian citizens.

Candidates' attention is drawn to the department's policy on recruitment or promotion to specialist positions. This position is categorised as "specialist". If you are recruited to this position, you will be required to remain in your area of specialisation for the duration of your employment with the department, unless you are successful in a subsequent merit-based selection process.

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 interview. Interviews cannot be conducted by video link or Skype.

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

Please visit the DFAT website to view further details of this opportunity.

Applications close Tuesday 29 January 2019 at 2:00pm AEDT.

[DFAT WEBSITE](#)