



**Australian Government**

**Department of Foreign Affairs and Trade**

## **Assistant Director, Fraud Risk (Specialist)**

**Executive Level 1 (\$104,481 - \$116,871) plus superannuation**

**Aid Risk Management and Fraud Control Branch**

**Fraud Control Section**

**Ongoing, Full-time, Part-time**

**Canberra, ACT**

The Fraud Control Section is responsible for developing and implementing DFAT's fraud control framework, DFAT's compliance with the Commonwealth Fraud Control Framework and conducting investigations into external fraud on DFAT (excluding passport fraud).

Working in the Fraud Control Section, you will lead one of three sub-units, with responsibility for either:

- 1 DFAT's compliance with the Commonwealth Fraud Control Framework and developing associated policy;
- 2 the effective and timely management of external fraud cases; or
- 3 business processes, reporting and the IT system for management of fraud cases.

You will work across all sub-units, undertake policy work, provide feedback and advice to business areas and deliver training activities.

Typical activities include analysing cases and trends to provide practical recommendations on how to minimise fraud risks and development of fraud control and anti-corruption policy with a focus on strengthening DFAT's proactive management of fraud risk. You will actively promote and provide advice on fraud risk management to the foreign and corporate policy areas and to DFAT's extensive network of missions and posts overseas.

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 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. Depending on the role, DFAT employees may be required to obtain and maintain a valid Working with Children/Vulnerable persons clearance.

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

**Applications close Monday 25 February at 2:00pm AEDT.**

**DFAT WEBSITE**