



**Australian Government**

**Department of Foreign Affairs and Trade**

## **Director – Corporate Enabling Services and Service Delivery**

**Executive Level 2 (\$126,224 - \$142,556) plus superannuation**

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

**Canberra, ACT**

The Department of Foreign Affairs and Trade (DFAT) is seeking energetic and talented people at the Executive Level 2 (EL2) level to contribute to the management of DFAT corporate enabling services and service delivery to the Australian public and other government agencies. This includes finance and human resources management; media and communications; public diplomacy; security operations; information technology; property and facilities management; procurement and contract management; and delivery of consular and passport services.

As an EL2, you will provide a significant contribution to strategic planning and service delivery across DFAT. You will be expected to plan and control the work of a section and manage a diverse team of staff overseeing creative and efficient ways to deliver effective corporate enabling services and service delivery.

These positions are located in Australia. Successful candidates will be placed in corporate roles in Canberra for a minimum of two years. After this period, employees are eligible to apply for alternative positions across the department, including positions overseas, through an internal competitive process.

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 to view further details of this opportunity.

**Applications close Monday 18 March 2019 at 2:00pm AEDT.**

**DFAT WEBSITE**