



Australian Government

Department of Foreign Affairs and Trade

Senior Executive Assistant (Specialist)

Executive Level 1 (\$102,432 – \$114,579)

**Executive Branch
Secretary's Office**

**Ongoing, Full-time
Barton, ACT**

Position Reference: JE059

As a Senior Executive Assistant you will provide timely and effective senior level administrative and executive support functions to the Secretary of the Department of Foreign Affairs and Trade.

Candidates must be Australian citizens.

To be eligible for engagement successful candidates will undergo a comprehensive security assessment. Employment in the department is dependent on gaining a valid security clearance. Loss of a security clearance at any time will lead to termination of employment.

This is a security-designated position and you will be required to have or be able to obtain a security clearance to Negative Vetting Level 2 prior to commencement.

Should you be successful in securing a position from this recruitment process you will be required to undergo a security clearance. 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.

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

DFAT employees are expected to adhere to the APS values and employment principles in terms of performance and standards of behaviour.

Please visit the DFAT website to view further details of the position and to submit an online application by **Friday 19 January 2018 at 5pm AEDT**.