



**Australian Government**

**Department of Foreign Affairs and Trade**

## 2021 Corporate Management Graduate Program

**APS Level 3.2, \$69,836 + superannuation**

**Ongoing, Full-time**

**Negative Vetting Level 2 Security Clearance**

**Canberra, ACT**

Our two-year corporate management graduate program in Canberra will kick-start your career in DFAT. During the course of the program, you will undertake a tailored training package delivered through the Diplomatic Academy. You will develop a broad knowledge and understanding of the Government's foreign, trade and aid policy priorities, the international environment and the department's financial and corporate context. You will undertake work placements across different areas of the department's corporate operations, giving you first-hand experience of the department's diverse range of work including:

- financial and asset management;
- budget and reporting;
- auditing;
- human resources;
- procurement and contract management;
- records management;
- overseas property management;
- consular and passport services; or
- ICT and cyber security.

The corporate management graduate training program includes a block of courses designed to build upon and give graduates the opportunity to fill gaps in their academic studies. There are workshops to develop graduates' presentation and negotiation skills, as well as courses in, leadership, public diplomacy, risk and innovation, people and financial management, and consular services. Graduates also have an opportunity to train with peers from other countries and travel interstate to make calls on peak industry bodies and government officials.

You will progress to an APS 4 after you have successfully completed the first year of the program.

### ELIGIBILITY REQUIREMENTS

To be eligible for the DFAT corporate management graduate program:

- you must be an Australian Citizen at the time of application;
- you must have finished at least a bachelor degree, with at least a credit average or higher, in one of the following disciplines by 31 December 2020:
  - Project Management
  - Finance
  - Commerce
  - Business
  - Business Administration
  - Accounting
  - Workplace Health, Safety and Environment Management
  - Human Resources
  - Information Management, including data analytics
  - Risk Management
  - Entrepreneurship; or
  - Public Administration
- your most recent degree must not be more than five years old on the date you lodge your application.

You must also be willing to obtain and maintain a Negative Vetting Level 2 security clearance.

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

**Applications close 25 March at 2:00pm AEDT.**

**DFAT WEB LINK**