



Australian Government

Department of Foreign Affairs and Trade

SES Band 1 – Assistant Secretary (Various)

Ongoing/Non-ongoing, Full-time

Canberra, ACT

The department is seeking talented and motivated individuals to fill a number of positions at the Senior Executive Service Band 1 level.

The positions include roles across the department, requiring experience in foreign, trade, economic, development and/or legal policy. Successful candidates will be expected to be ready to serve in any position in the department in Canberra. While based in Canberra, the department expects to identify candidates to fill a number of Band 1 positions overseas as well, and successful candidates should be ready to deploy at short notice. All positions may involve domestic and/or international travel and representing Australia overseas.

You will be required to demonstrate a strong record of leadership, management skills and the delivery of outcomes. Experience in leading multi-disciplinary teams would be an asset. You will formulate, implement and interpret policies across the range of the department's responsibilities and manage complex programs and substantial resources (people, finances, information technology and property).

You will be required to represent and advocate Australia's interests in bilateral, regional and multilateral settings, and to be able to establish broad networks of individuals who are likely to have insight into and influence on issues of importance to Australia.

You will need to engage in a collaborative and productive way with other Australian and state government agencies on domestic and international policy issues. You will lead outreach and advocacy of Australia's international engagement to the Australian community and domestic stakeholders. You will need to show leadership in delivering DFAT's corporate reform agenda.

DFAT is committed to providing an inclusive and diverse workplace where all employees are valued. We appreciate the experiences, skills and perspectives of all individuals. We actively encourage applications from people from diverse backgrounds. Please refer to our Workplace Diversity internet page for further information.

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. Continuous 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.

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 Sunday 7 February 2021 at 11.30pm AEDT.

DFAT WEB LINK