



Australian Government

Department of Foreign Affairs and Trade

Officer – Paralegal Officer (Specialist)

APS Level 4/APS Level 5 (\$70,390 - \$82,941) plus superannuation

Ongoing/Non-ongoing; Full-time/Part-time

Canberra, ACT

Do you want to make a real contribution to advancing Australia's economic prosperity? Have you always wanted to be involved with providing advice on Australia's international trade and investment law obligations, negotiate trade agreements and manage international litigation for Australia?

The Department of Foreign Affairs and Trade (DFAT) is seeking hardworking and energetic Paralegal Officers to provide high quality paralegal support to legal teams in the Office of Trade and Investment Law (OTL) in the Trade Investment and Business Engagement Group (TBG). The positions are located in Canberra.

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.

An interview is a critical part of the security clearance process. The interview method (i.e. face-to-face or video conferencing) will be assessed on a case-by-case basis, taking into account advice from the Australian Government Department of Health and relevant state and territory governments.

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 1 March 2021 at 11:30pm AEDT.

DFAT WEB LINK