



DEFENCE OPERATIONS OFFICER

AUSTRALIAN EMBASSY – ABU DHABI

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The Embassy advances the interests of Australia and Australians in the UAE. This involves strengthening Australia's security, enhancing Australia's prosperity, and providing consular assistance to Australians. The Department of Foreign Affairs and Trade (DFAT) is the lead agency managing Australia's international presence and coordinates with other government agencies to ensure that the pursuit of Australia's interests. We have a dedicated and professional workforce from a variety of countries.

POSITION DETAILS

Title: Defence Operations Officer

Employment status: Full-time (37.5hrs per week)

Term: Fixed period contract (renewed every 12 months)

Agency: Department of Defence

Vacancy open to: Australian, British, American, Canadian and New Zealand Citizens

Security Assessment: Australian Government Security Clearance – Negative Vetting 1

Classification: LE4

Salary: AED 132,206 – AED 143,104 per annum plus AED 79,200 per annum housing allowance

Closing Date of Applications: Saturday 19 August 2017, 11.30pm

This position is only open to Australian, British, American, Canadian and New Zealand Citizens

ROLE

The Defence Operations Officer at the Australian Embassy in Abu Dhabi provides operational support for Australian military operations in the Middle East. The position prepares and submits Diplomatic Clearance requests for aircraft and ship movements, Customs Clearance requests for cargo movements and visa applications for ADF personnel movements and supports official events and functions as required. The Defence Operations Officer must have the ability to hold an Australian security clearance.

DUTIES

The key responsibilities of the position include, but are not limited to:

- Prepare and submit Diplomatic Clearance requests for aircraft and naval vessel movements into the UAE and Qatar in support of military operations
- Prepare and submit Customs Clearance requests for sea freight and air cargo consignments between the UAE and Australia in support of military operations
- Provide advice and operational support to the Defence Attaché to prioritise movements and resolve conflict requests
- Monitor and provide advice on changes to Host Nation policies to ensure compliance with regulations
- Consolidate and coordinate movement requests and identify alternate approaches to respond to unscheduled and emergency changes
- Regular liaison with clients, local authorities and other key stakeholders in support of military operations
- Prepare and submit Third Person Notes to facilitate visas for ADF personnel to travel to foreign countries as required
- Provide support to the Assistant Defence Attaché and Defence Office Manager as required.
- Assist with the organisation of representational functions and official events.

QUALIFICATIONS/EXPERIENCE

- Proficiency in Microsoft Office software applications.
- Sound written and oral communication skills.
- High-level of initiative and ability to work independently within a small team.
- Ability to prioritise and meet tight deadlines.
- Sound interpersonal skills and the ability to establish and maintain effective stakeholder relationships.
- Strong capacity to exercise discretion and judgement.

APPLICATION

Important: The Selection Criteria are used to assess a candidate's suitability for the position. Please provide a résumé (no more than 2 pages) and a statement of up to 500 words in total demonstrating how you meet the selection criteria. Candidates are not required to address each criterion in a separate paragraph, but must cover their claims against them in that statement. Applications that do not address the selection criteria will not be considered.

Operations experience

Operations and management experience preferred. Proven stakeholder management skills and a demonstrated ability to apply strategic thinking and accuracy to work tasks. Knowledge of UAE and Australian culture and customs, including the UAE-Australia relationship.

Organised and practical

Time management and organisational skills. The ability to prioritise tasks when managing heavy workloads and competing priorities. Sound judgement and a practical, calm and professional approach to work, particularly when under pressure.

Strong communicator

Excellent verbal communication skills and a demonstrated ability to produce clear, concise and considered written correspondence. Professional manner when dealing with stakeholders and colleagues. Arabic language skills desirable but not a requirement.

Flexible team player

Flexibility and adaptability, including willingness to take on after-hours work for urgent requests. High level interpersonal skills and capable of working closely and effectively with staff at all levels.

Sound administrator

Strong administrative skills, including knowledge of the suite of Microsoft Office applications and the ability quickly learn other programs. Willingness to take on administrative tasks.

Integrity

Exemplary standards of conduct and integrity. Ability to maintain a high level of confidentiality and discretion.

Applications and enquiries should be sent to **defence.abudhabi@dfat.gov.au**

Applications that do not comprise both a two page statement and resume will not be considered.

ASSESSMENT

Applications will be assessed by a Selection Panel and a shortlist established for interview. Once interviews are held, an offer will be made to the applicant considered as most suitable for the role. The successful applicant will be required to undertake Australian security clearance vetting. Only shortlisted applicants will be contacted.

DIVERSITY

We are committed to building a workforce that reflects the diversity of the Australian community and to fostering a positive workplace where people treat each other and the community with respect. Our recruitment decisions are made on the basis of merit and we do not discriminate on the basis of race, colour, sex, sexual preference, age, physical or mental disability, marital status, family responsibilities,

pregnancy, religion, political opinion, national extraction or social origin. Our employees enjoy equity and fairness in the workplace, opportunities for professional development, and support to balance their work and private lives.

The Embassy aims to ensure its recruitment processes are inclusive of people with disabilities and strongly encourages people with a disability to apply. We are committed to making reasonable adjustments for people with a disability in our selection processes and for our employees in the workplace.