



DEFENCE OFFICE MANAGER **AUSTRALIAN EMBASSY – ABU DHABI**

AUSTRALIAN EMBASSY ABU DHABI

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 Office Manager

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 & New Zealand Citizens

Security Assessment: Australian Government Security Clearance – Negative Vetting 1

Classification: LE4

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

Closing Date of Applications: Monday 25 June 2018, 11.30pm

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

ROLE

The Defence Office Manager is responsible for the day-to-day running of the Defence office at the Australian Embassy in Abu Dhabi. The position manages financial and human resource services, undertakes general administrative duties and arranges official events and functions as required.

DUTIES

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

- Manage general administration within the office including the coordination of all correspondence, filing, equipment, supplies and petty cash.
- Interpret and apply the Defence pay and conditions policy (PACMAN) for Defence members that fall under the whole of government management arrangements applied within the Australian Embassy - Abu Dhabi.
- Apply Defence governance and administrative policies applicable to the Defence Section Abu Dhabi.
- Prepare accounts for payment, undertake procurement duties and complete asset stocktakes as required.
- Plan, forecast and monitor the office budget and prepare financial reports as required.
- Provide executive, administrative and organisational support to the Defence Attaché, including diary management, and travel arrangements.

- Assist with the organisation of representational functions and official events.
- Assist with program preparation and provide logistical support for visiting officials.
- Provide support to the Operations Officer as required.

QUALIFICATIONS/EXPERIENCE

- Demonstrated knowledge of Australian Defence policies and procedures.
- Experience in financial and human resource management.
- 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

Your application should comprise of no more than two (2) page statement detailing why you would like to work for the Australian Embassy and demonstrating your skills and experience against the duties and qualifications listed above. You should also send a resume of no more than two (2) pages, including contact details for two (2) professional referees.

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. Only applicants shortlisted for interview will be contacted.

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. Successful applicant will be required to undertake Australian security clearance vetting.

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.