

## Liaison Assistant – Amman – July 2017

<b>Agency</b>	Department of Foreign Affairs and Trade
<b>Position number</b>	
<b>Title</b>	Liaison Assistant - Political
<b>Classification</b>	LE5
<b>Section</b>	Liaison
<b>Reports to (title)</b>	Counsellor (Political)

### **About the Australian Government's Department of Foreign Affairs and Trade (DFAT)**

The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high quality overseas aid program and helping Australian travellers and Australians overseas.

The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional and bilateral interests.

### **About the position**

This position provides high level executive, administrative, research and office management to a small team within the Embassy and includes a requirement for engagement with Australian and host government agencies. The position is part-time, up to 12 hours a week.

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

- Provide high level executive and administrative support, including diary management, travel arrangements, preparing and drafting documentation and liaising with relevant areas within the Embassy
- Provide support for and coordination of visit programs, accommodation and travel logistics
- Undertake research and other project tasks
- Provide financial management services to the work unit including monitoring of budgetary reporting, preparation of budget projections, completing and managing financial returns, budgeting documentation and records
- Operate and maintaining the office's information management and record management systems
- Organise and supporting office representational activities
- Undertake engagement with relevant agencies, and process specific information and enquiries in accordance with approved procedures
- Managing the handling, tracking and delivery of sensitive material
- Manage information storage and maintain IT systems and networks

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### **Qualifications/Experience**

- Applicants will need to either hold and maintain a current Australian Government security clearance (or be prepared to undertake the process to obtain a security clearance). Australian citizens are only eligible for the clearance.
- Good working knowledge of structures, regulations and procedures of relevant Australian Government agencies. Ability to interpret policies and achieve objectives
- Ability to work with minimal direction and demonstrated capacity to exercise sound judgement, discretion and initiative
- Demonstrated high level written and oral communication skills
- Ability to interact and liaise effectively with a culturally diverse range of organisations and individuals
- Experience in office management, executive support and financial management functions, including proficiency with IT and communication systems and strong ability to use Microsoft Office Suite
- Demonstrated capacity to work effectively and cooperatively in a small team environment, including ability to demonstrate flexibility and resilience to prioritise and manage multiple tasks and deadlines
- A full, valid Jordanian drivers licence

Applications must include: (1) a statement (2) a short resume, and (3) the contact details of at least two work referees. Please forward applications no later than **COB 12 August 2017** to:

**Job Vacancy – Liaison Assistant - Political  
Australian Embassy**

**PO Box 35201 – Amman 11180**

**Fax: 580 7001**

**E-mail: [amman.applications@dfat.gov.au](mailto:amman.applications@dfat.gov.au)**

**Incomplete or late applications will not be accepted. Any enquiries should be directed to the above email address.**

**The Australian Government is an equal opportunity employer.**