



## Position Description

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| <b>Agency</b>             | Department of Foreign Affairs and Trade |
| <b>Position number</b>    | 10129                                   |
| <b>Title</b>              | Executive Assistant                     |
| <b>Classification</b>     | LE3.1                                   |
| <b>Section</b>            | Policy                                  |
| <b>Reports to (title)</b> | Ambassador (Head of Mission)            |

### ABOUT THE 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

The Executive Assistant provides high-level executive, administrative and organisational support to the Ambassador. Responsibilities include assisting with the organisation of the Ambassador's representational events and facilitating programs for visiting officials.

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

- Provide executive, administrative, and organisational support to the Ambassador.
- Prepare and manage the Ambassador's program and schedule of appointments, including arranging meetings, receiving official visitors and coordinating travel arrangements.
- Liaise and network with a wide range of internal and external stakeholders including government and public officials, diplomatic missions, the private sector and members of the public in support of the Ambassador's priorities.
- Provide administrative, research and secretarial support including drafting correspondence as directed by the Ambassador.
- Provide administrative and logistical support to the Protocol/Events team including program preparation, invitations and logistical support for visiting officials.
- Contribute to the planning and delivery of official representational events and functions hosted by the Ambassador and other public diplomacy and commemorative events, including booking venues, catering, managing guest lists and other arrangements as required.
- Prepare accounting records for the acquittal of relevant transactions for the Ambassador.

The job level is LE 3.1 and the base salary is 1225.350 JOD monthly. All new staff are employed on a fixed term contract basis and will be initially engaged for a three-month probationary period.



## QUALIFICATIONS/EXPERIENCE

- Demonstrated experience (three years min.) in providing high-level executive and administrative support.
- Effective written and oral communication skills in English, with strong communication skills in Arabic.
- Sound organisational skills and an ability to work under pressure and prioritise to meet tight deadlines.
- High level of initiative and ability to work independently within a small team.
- Strong interpersonal skills and the ability to build productive working relationships.
- Experience organising events is desirable.
- Proficiency in Microsoft Office software applications.

## SELECTION CRITERIA

The successful candidate must demonstrate:

- Highly developed administration and organisation skills with close attention to detail.
- Strong oral and written communication skills in English, including the ability to draft correspondence and undertake research, and strong verbal communication skills in Arabic.
- Ability to take initiative, manage competing priorities and organise work effectively to meet deadlines, including whilst under pressure.
- Ability to build strong relationships, including to coordinate and influence internal and external stakeholders.
- Event management skills or the demonstrated capacity to develop these.

Responses to selection criteria should provide examples that highlight your strengths, achievements, capabilities, and experiences relevant to the advertised position. Applicants are encouraged to use the STAR method when preparing their written submission and base their responses on previous professional experience using work examples.

- S Situation – describe the situation you faced
- T Task – what was the task/s you were responsible for
- A Action – what steps did you take to address the issues and why
- R Result – what outcomes or benefits did your action/s achieve

Your response for each selection criteria should be between **200-300 words per response**.

Applications that do not specifically address the required skills and experience in the written submission will not be considered. Only shortlisted applicants will be contacted for interview.



Submitting your application:

Applicants must submit:

- A short resume (maximum two pages).
- A written submission addressing the selection criteria above, with 200-300 words for each criterion.
- At least two employment referees including contact details – if currently employed, one referee should be your current supervisor.
- Mention the title of the vacancy (Executive Assistant).

Please e-mail applications to ([amman.applications@dfat.gov.au](mailto:amman.applications@dfat.gov.au)) by 23:59 hrs, Monday the 6<sup>th</sup> of May 2024. Incomplete or late applications will not be considered.

PS: Only shortlisted applicants will be contacted for the test and interview.