

## Defence Office Manager, LE5 – DoD – Amman, April 2025

<b>AGENCY</b>	Department of Defence
<b>POSITION TITLE</b>	Defence Office Manager
<b>CLASSIFICATION</b>	LE5
<b>SECTION</b>	Defence
<b>REPORTS TO (TITLE)</b>	Assistant Defence Attaché

### About the Department of Defence

The primary role of Defence is to defend Australia and its national interests in order to advance Australia's security and prosperity. Australia's defence policy is founded on the principle of self-reliance in the direct defence of Australia, but with a capacity to do more where there are shared interests with partners and allies.

### About the Position

The Defence Office Manager is responsible for daily operations and effective management of the Defence Section at the Australian Embassy in Amman, and the Australian Embassies of other accredited nations. Managing a small team to provide corporate services, and general administrative assistance to Assistant Defence Attaché (ADA) and the Defence Attaché (DA) as directed.

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

- Manage a team who maintains Defence's corporate and administrative functions, including the provision of diplomatic, finance, human resources, property, and protocol services in conjunction with the DFAT corporate team where required.
- Lead and manage workflows and performance and capability building of the Defence corporate and administrative team.
- Manage Defence's budgets, assets and financial information including preparation and management of financial reports, accounts for payment and provision of advice on budget issues to post management.
- Coordinate and manage official visits, events, and functions, including design, delivery and end-to-end logistic arrangements and program preparation in consultation with relevant stakeholders.
- Manage and respond to complex issues as it relates to Defence's diplomatic, corporate and administrative functions, using good judgement, expertise and knowledge of applicable legislation, regulations and Defence and DFAT policies and procedures.
- Provide executive, administrative, and organisational support to the Defence Attaché, Assistant Defence Attaché and Defence Section as required, including translating incoming and outgoing official correspondence.

- Management of the Defence Cooperation Program

The job level is LE 5.1 and the base salary is 2,088.780 JOD paid 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

- Highly developed managerial and organisational skills, with experience managing a small remote team to meet tight deadlines.
- Experience in administrative, financial and human resource management.
- Excellent English written and oral communication skills.
- High-level of initiative, innovation and ability to work independently within a small team.
- Sound interpersonal skills and the ability to establish and maintain effective stakeholder relationships.
- Strong capacity to exercise discretion and judgement.

#### OUR IDEAL CANDIDATE

The successful candidate must demonstrate in an attached covering letter of no more than 800 words how their experience and qualifications make them the best person for the position drawing on the key responsibilities of the position, and they will have demonstrated experience (minimum of three years) in a similar position and have a proficiency in Microsoft Office software applications.

#### Submitting your application:

Applicants must submit:

- A short resume (maximum two pages).
- A covering letter demonstrating why you are the best person for the role.
- At least two employment referees including contact details – if currently employed, one referee should be your current supervisor.
- Mention the title of the vacancy (Defence Office Manager) in your e-mail.

Please e-mail applications to ([recruitment.amman@dfat.gov.au](mailto:recruitment.amman@dfat.gov.au)) by 23:59 hrs, Wednesday **30<sup>th</sup> of April, 2025**.

PS: 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.