

Higher Duties

Title

First Assistant Secretary
First Assistant Secretary
Assistant Director
Assistant Secretary
Deputy Secretary
Assistant Secretary
Head of Mission
Counsellor & Consul-General
APS Level 6 Officer
Assistant Secretary
First Assistant Secretary
Director
Assistant Director
Director
Director
Director
First Assistant Secretary
APS Level 4 Officer
First Assistant Secretary
Director
APS Level 6 Officer
Assistant Secretary
Assistant Director
Director
Head of Mission
Assistant Secretary
APS Level 5 Officer
Director
Director
Executive Level 1 GN
Director
APS Level 6 Officer
Director
Ambassador
Assistant Secretary
Director
Assistant Secretary
Counsellor & Consul-General
Assistant Secretary
First Secretary & DHOM
Assistant Director
Director
Director
Deputy High Commissioner
Counsellor
Assistant Secretary
APS Level 6 Officer
DHOM & Minister Counsellor

Director
APS Level 6 Officer
Director
Director
Deputy Head of Mission
Director
Assistant Director
Director
Executive Level Officer
Director
Counsellor
Counsellor
Assistant Director
Assistant Director
Assistant Director
First Secretary & Consul
Director
Director
Director
APS Level 6 Officer
Director
Consul-General
Counsellor
Consul-General
Director
Director
Assistant Director
Assistant Secretary
Director
Ambassador
Ambassador
Director
Second Secretary & Consul
APS Level 6 Officer
Director-General
Director
Director
Minister Counsellor
Director
Director
Director
Director
Assistant Secretary
Assistant Secretary
Assistant Director
Director
Director
Assistant Director
APS Level 6 Officer
Director

Counsellor
Director
Assistant Director
Director
Assistant Secretary
Counsellor
APS Level 6 Officer
Assistant Director
Assistant Director
Director
Assistant Director
Assistant Director
High Commissioner
Counsellor/DHOM
Director
First Secretary
Director
First Secretary
Director
Counsellor
Counsellor & Consul-General
Executive Level 1 IT Officer
Assistant Director
Audit Manager
Assistant Director
APS Level 6 Officer
First Secretary
First Secretary
Counsellor
Assistant Secretary
Assistant Director
Director
Counsellor, Development
APS Level 6 Officer
Director
Assistant Secretary
Assistant Director
Counsellor
APS Level 6 Officer
Counsellor
Ambassador
Assistant Secretary
Director
Assistant Director
Assistant Director
High Commissioner
Director
APS Level 6 Officer
APS Level 6 Officer
APS6 Officer

APS 6 level officer
Assistant Director
Executive Level 1 GN
Executive Officer
Director
Assistant Secretary
Assistant Secretary
APS Level 6 Officer
Assistant Director
Assistant Director
Assistant Director
Assistant Director
Assistant Director
APS Level 6 Officer
APS Level 6 Officer
First Secretary
Director
First Secretary & DHOM
Gender Specialist
Assistant Director
Director
Counsellor
Director
Director
Director
Director
APS Level 6 Officer
APS Level 6 Officer
First Assistant Secretary
Assistant Director
APS Level 6 Officer
APS Level 6 Officer
Director
Second Secretary & Consul
Assistant Director
Counsellor, Development
Assistant Director
Assistant Director
Executive Level Officer
APS Level 6 Officer
Director
Assistant Director
Executive Level 1 GN
Assistant Director
Assistant Director
Ambassador
Passports Manager
Assistant Director
Assistant Secretary
Director

APS Level 6 Officer
APS Level 6 Officer
APS Level 6 Officer
Assistant Director
Assistant Director
Cabinet Liaison Officer
Assistant Director
Assistant Director
Director
Assistant Director
Assistant Secretary
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APS Level 6 Officer
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APS Level 6 Officer
Assistant Director
APS Level 5 Officer
APS Level 4 Officer
HOM/HOP
HOM/HOP

[illegible]

Non Ongoing

Title

APS Level 6 Officer
Director
Desk Officer
Assistant Director
Assistant Director
Assistant Director
Assistant Director
APS Level 6 Officer
Assistant Director
Counsellor
APS Level 5 Officer
Director
APS level 5 Officer
Medical Officer Class 4
Assistant Director
APS Level 6 Officer
Medical Officer Class 3
Assistant Director
Medical Officer
Senior Program Officer
Senior Technical Officer
Director
Assistant Director
Assistant Director
Assistant Director
BB2 APS Level 5 GN
Assistant Director
BB2 APS5GN
APS Level 5 Officer
Director
Counsellor
Assistant Director
APS Level 5 Officer
Assistant Director
APS Level 5 Officer
Assistant Director
Director
Unpaid Maternity Leave
APS Level 4 Officer
Director
APS 5 Level Officer
APS6 Officer
Assistant Director
Temporary Movements
Senior Policy Officer
Director
APS Level 5 Officer
APS Level 4 Officer

APS Level 6 Officer
Ambassador
APS Level 5 Officer
Assistant Secretary
Director

APS Level 5 Officer
APS Level 6 Officer
Assistant Director

s47E(c)

Assistant Director
APS Level 6 Officer
Second Secretary
Director
First Assistant Secretary
Senior Psychologist
Head of Mission
Executive Assistant
APS Level 6 Officer
APS Level 6 Officer
High Commissioner
APS Level 5 Officer
Medical Officer Class 3
Assistant Director
Assistant Director
APS Level 5 Officer
APS Level 5 Officer
APS Level 5 Officer
First Assistant Secretary
Consul-General
High Commissioner
APS Level 5 Officer
Ambassador
Assistant Director
APS Level 5 Officer
APS Level 5 Officer
Assistant Director
Medical Officer Class 4
APS Level 6 Officer

s47E(c)

High Commissioner
Ambassador
Executive Level 1 GN
Medical Officer Class 4
APS Level 5 Officer
Ambassador
Second Secretary
Assistant Director



Australian Government
Department of Foreign Affairs and Trade

Position Description

Classification	APS Level 5
Position Title	Economic Policy Officer
Group	Global Cooperation Development and Partnerships Group
Division	Office of the Chief Economist (OCE)
Branch/Section	Banks and Development Economics Branch (BDB) / Development Economics Unit (DEU)
Position Availability	Vacant Now
Expected Length of Vacancy	Temporary (6 months)
Employment Type	Full-time, Flexible work arrangements available
Movement Type	At level movement or higher duties
Location	Canberra - London Circuit
Reference	s22(1)(a)(ii)

THE OPPORTUNITY

[s47E\(c\)](#), [s47E\(d\)](#)

OUR IDEAL CANDIDATE

You are a dynamic, self-motivated officer with strong analytical skills who wants to join a high-performing and collaborative team. You will be responsible for managing your own portfolio of work across a range of areas and sectors, with a focus on ensuring policy and programs are grounded in a strong understanding of economic context. Your work will inform aid investment planning and country/regional strategies; and strengthen the design, delivery and evaluation of aid investments. You are a self-starter who enjoys working independently within a collegiate team. Experience working in economic roles or formal qualifications in economics is required.

KEY DUTIES

[s47E\(c\)](#), [s47E\(d\)](#)

HOW TO APPLY

Submit an application via JobConnect by **Friday 17 July at 11:30pm AEST**. Your application will need to provide:

- your personal details
- a 300-400 word pitch telling us how your skills, experience and qualifications make you the best candidate for this opportunity
- details of your professional experience and qualifications
- details of two referees (including a current or previous supervisor).

We encourage you to have a conversation with your current supervisor prior to submitting an application. You should discuss your interest in this position and the potential release from your current position if successful.

WHO TO CONTACT

For position-specific information, please contact s22(1)(a)(ii) Director, Development Economics Unit (DEU) on s22(1)(a)(ii) @dfat.gov.au).

Additional queries about the internal movement selection process should be directed to the GPG Hub at s22(1)(a)(ii) @dfat.gov.au



Australian Government
Department of Foreign Affairs and Trade

Position Description

Classification	Executive Level 2
Position Title	Director, Legal
Group	International Security, Humanitarian and Consular Group (ISG)
Division	Legal Division (LGD)
Branch/Section	Corporate Law Branch (LLB), Commercial Law Section (PCL)
Position Availability	Future Vacancy
Expected Length of Vacancy	Temporary, from 12 August 2020 – 7 May 2021
Employment Type	Full-time, flexible work options
Movement Type	At level movement or higher duties
Location	Canberra, ACT
Reference	s22(1)(a)(ii)

THE OPPORTUNITY

[s47E\(c\)](#), [s47E\(d\)](#)

OUR IDEAL CANDIDATE

Our ideal candidate must have a Bachelor of Laws degree (or equivalent) from a recognised Australian tertiary education provider and will be able to demonstrate:

- Strong technical legal and analytical skills, excellent communication skills and experience in providing high quality legal services on Departmental issues.
- Success in building and maintaining professional relationships, including with senior clients and external stakeholders.
- Ability to successfully lead a team, supervise and develop less experienced lawyers, and to maintain professional skills.
- Preferably, significant experience in commercial law.

KEY DUTIES

s47E(c), s47E(d)

HOW TO APPLY

Submit an application via JobConnect by **Monday 27 July 2020 at 11:30pm AEDT/AEST**. Your application will need to provide:

- your employee details
- a 300-400 word pitch telling us how your skills, experience and qualifications make you the best candidate for this opportunity
- details of your professional experience and qualifications
- referee details (including a current or previous supervisor).

We encourage you to have a conversation with your current supervisor prior to submitting an application. You should discuss your interest in this position and the potential release from your current position if successful.

WHO TO CONTACT

For position-specific information, please contact s22(1)(a)(ii), Director, Commercial Law Section on +61 s22(1)(a)(ii)

Additional queries about the internal movement selection process should be directed to the ISG Hub via email to @dfat.gov.au.

s22(1)(a)(ii)



Australian Government
Department of Foreign Affairs and Trade

Position Description

Classification	APS Level 6
Position Title	Executive Assistant to the Deputy Secretary
Group	Indo Pacific Group
Division	-
Branch/Section	-
Position Availability	Needs to be available for two days of handover from 3 – 4 September to start on 7 September.
Expected Length of Vacancy	Temporary, 3 month placement
Employment Type	Full-time
Movement Type	At level movement or higher duties
Location	Canberra - Barton
Reference	s22(1)(a)(ii)

THE OPPORTUNITY

[s47E\(c\)](#), [s47E\(d\)](#)

KEY DUTIES

[s47E\(c\)](#), [s47E\(d\)](#)

OUR IDEAL CANDIDATE

To be successful in this role you will you be a dynamic, resilient, exceptionally well organised and prioritise effectively. You will have sound discretion and judgment, excellent communication skills and attention to detail to provide high-level support to a busy and expanding division. We are looking for an executive assistant who adds value by using their initiative and judgement to recognize issues, develop solutions and anticipate and respond to the needs of the Deputy Secretary and other senior management.

HOW TO APPLY

Submit an application via JobConnect by **Wednesday 12 August 2020 at 11.30pm AEST**. Your application will need to provide:

- your personal details
- a 300-400 word pitch telling us how your skills, experience and qualifications make you the best candidate for this opportunity
- details of your professional experience and qualifications
- details of two referees (including a current or previous supervisor).

We encourage you to have a conversation with your current supervisor prior to submitting an application. You should discuss your interest in this position and the potential release from your current position if successful.

CANDIDATE CONTACT

For position-specific information, please contact [s22\(1\)\(a\)\(ii\)](#) Director IPG Hub on [s22\(1\)\(a\)\(ii\)](#)

[s22\(1\)\(a\)\(ii\)](#) Additional queries about the selection process should be directed to the IPG Hub via [@dfat.gov.au](#).



Australian Government
Department of Foreign Affairs and Trade

Position Description

Classification	Executive Level 1
Position Title	Overseas Portfolio Manager
Group	Service Delivery Group
Division	Australian Passport Office
Branch/Section	Canberra Passport Office
Position Availability	Available immediately
Expected Length of Vacancy	Temporary, at level movement or HDA for 9 months
Employment Type	Full-time/part-time - flexible/remote work arrangements available
Movement Type	At level movement or higher duties
Location	Canberra – Barton
Reference	s22(1)(a)(ii)

THE OPPORTUNITY

[s47E\(c\)](#), [s47E\(d\)](#)

OUR IDEAL CANDIDATE

The ideal candidate will have strong negotiation and relationship management skills, an ability to pick up and relate information quickly, and a client-centric focus to serving Australians overseas.

- You will be self-motivated, possess good judgement and be able to operate under limited supervision while being flexible and able to harness the knowledge and skills of subject matter experts in other areas;
- You will have strong oral and written communication skills and be experienced in drafting business cases and reports;
- You will have strong organisational skills and the ability to manage priorities and deliver outcomes within set timeframes;
- Your strong people skills will be required to build relationships with key internal stakeholders and negotiate outcomes;
- Your clear understanding and focus on the strategic direction of APO will be key to leading projects to successful outcomes.

KEY DUTIES

[s47E\(c\)](#), [s47E\(d\)](#)

s47E(c), s47E(d)

HOW TO APPLY

Submit an application by **Monday, 31 August 2020 at 11:30pm AEST**. Your application will need to provide:

- your personal details
- a 300-400 word pitch telling us how your skills, experience and qualifications make you the best candidate for this opportunity
- details of your professional experience and qualifications
- details of two referees (including a current or previous supervisor).

We encourage you to have a conversation with your current supervisor prior to submitting an application. You should discuss your interest in this position and the potential release from your current position if successful.

WHO TO CONTACT

For position-specific information, please contact [s22\(1\)\(a\)\(ii\)](#) Director Canberra Passport Office via email or on +61 2 [s22\(1\)\(a\)\(ii\)](#)

Additional queries about the internal movement selection process should be directed to the APO via email to [@dfat.gov.au](#).

[s22\(1\)\(a\)\(ii\)](#)



Australian Government
Department of Foreign Affairs and Trade

Position Description

Classification	APS Level 6
Position Title	Team Leader
Group	Service Delivery Group
Division	Australian Passport Office
Branch/Section	Canberra Passport Office
Position Availability	Available immediately
Expected Length of Vacancy	Permanent, or temporary HDA for 9 months pending recruitment process
Employment Type	Full-time/part-time - flexible/remote work arrangements available
Movement Type	At level movement or higher duties
Location	Canberra – Barton
Reference	s22(1)(a)(ii)

THE OPPORTUNITY

[s47E\(c\)](#), [s47E\(d\)](#)

OUR IDEAL CANDIDATE

We are looking for team leaders to manage small teams of staff processing overseas and sponsored applications and providing support to posts and other stakeholders, while ensuring passport performance indicators are met. Working in an environment that promotes quality and improvement:

- You will be self-motivated, possess good judgement and be able to operate under limited supervision while being flexible and able to harness the knowledge and skills of subject matter experts;
- You will have strong oral and written communication skills to communicate with your team, with other team leaders and various sections within the APO;
- You will have strong organisational skills and the ability to manage priorities and deliver outcomes within set timeframes;

- Your strong people skills will be required to build capability within your team and the Canberra Passport Office more broadly through coaching and providing development opportunities;
- Your clear understanding and focus on client-centric and timely outcomes will ensure you, your team and the Canberra Passport Office are successful in meeting the needs of our clients and stakeholders.

KEY DUTIES

s47E(c), s47E(d)

HOW TO APPLY

Submit an application by **Monday, 31 August 2020 at 11:30pm AEST**. Your application will need to provide:

- your personal details
- a 300-400 word pitch telling us how your skills, experience and qualifications make you the best candidate for this opportunity
- details of your professional experience and qualifications
- details of two referees (including a current or previous supervisor).

We encourage you to have a conversation with your current supervisor prior to submitting an application. You should discuss your interest in this position and the potential release from your current position if successful.

WHO TO CONTACT

For position-specific information, please contact s22(1)(a)(ii) Director Canberra Passport Office via email or on +61 2 s22(1)(a)(ii)

Additional queries about the internal movement selection process should be directed to the APO via email to @dfat.gov.au.

s22(1)(a)(ii)



Australian Government
Department of Foreign Affairs and Trade

Position Description

Classification	APS Level 6
Position Title	Trade Policy officer
Group	Trade Investment and Business Engagement Group (TBG)
Division	Regional Trade Agreements Division (RTD)
Branch/Section	FTA Goods Branch (FGB), Goods Section B (GSB)
Position Availability	Vacant Now
Expected Length of Vacancy	Temporary for 12 months
Employment Type	Full-time, flexible work arrangements available
Movement Type	At level movement or HDA up to 12 months
Location	Canberra - Barton
Reference	s22(1)(a)(ii)

THE OPPORTUNITY

[s47E\(c\)](#), [s47E\(d\)](#)

OUR IDEAL CANDIDATE

We are looking for people with the following capabilities:

- trade policy skills, including the ability to identify and engage with stakeholders, work with legal text, prepare cogent briefings to a high standard and develop policy options and negotiating strategies
- ability to quickly acquire a strong understanding of FTA rules or origin and customs procedures
- ability to communicate complex issues persuasively

- strong inter-personal and coordination skills, in particular the ability to build and leverage effective working relationships with a diverse set of stakeholders and negotiating partners
- demonstrated initiative and willingness to take personal responsibility for their work
- good understanding of the role trade and investment play in the department's work to secure a prosperous Australia
- resilience and the ability to adapt quickly to new or changing priorities
- collaboration skills and the ability operate as an effective member of a team.

KEY DUTIES

s47E(c), s47E(d)

HOW TO APPLY

Submit an application via JobConnect by **Wednesday 23 September 2020 at 11.30pm AEST**. Your application will need to provide:

- your personal details
- a 300-400 word pitch telling us how your skills, experience and qualifications make you the best candidate for this opportunity
- details of your professional experience and qualifications
- details of two referees (including a current or previous supervisor).

We encourage you to have a conversation with your current supervisor prior to submitting an application. You should discuss your interest in this position and the potential release from your current position if successful.

WHO TO CONTACT

For position-specific information, please contact s22(1)(a)(ii) Director, Goods Section A, on 02 s22(1)(a)(ii)

Additional queries about the internal movement selection process should be directed to the TBG Hub via email to @dfat.gov.au.

s22(1)(a)(ii)



Australian Government
Department of Foreign Affairs and Trade

Position Description

Classification	APS Level 6
Position Title	Policy Officer, Political
Group	Office of the Pacific (OTP)
Division	Pacific Bilateral Division (PBD)
Branch/Section	Melanesia Branch (MLB) / Fiji Section (FJS)
Position Availability	Future Vacancy, available from mid October 2020
Expected Length of Vacancy	Temporary (8 months placement)
Employment Type	Full-time / Part-time, flexible work arrangements available
Movement Type	At level movement or higher duties
Location	Canberra – Barton
Reference	s22(1)(a)(ii)

THE OPPORTUNITY

[s47E\(c\)](#), [s47E\(d\)](#)

OUR IDEAL CANDIDATE

Our ideal candidate will:

- be organised, results-oriented, creative and passionate about advancing Australia's interests in the Pacific (and notably with Fiji)
- have strong policy, communication (written and oral), representational and stakeholder-management skills
- be an instinctive team-player and a natural collaborator, and promote a positive, professional and inclusive organisational culture
- demonstrate accountability, sound judgment and flexibility
- help mentor and build capability in Fiji Section.

A willingness to undertake possible domestic and international travel is desirable. An NV2 clearance is essential.

High performing APS5 officers are welcome to apply for this opportunity.

KEY DUTIES

s47E(c), s47E(d)

HOW TO APPLY

Submit an application via JobConnect by **Friday 18 September 2020 at 11:30pm AEST**. Your application will need to provide:

- your personal details
- a 300-400 word pitch telling us how your skills, experience and qualifications make you the best candidate for this opportunity
- details of your professional experience and qualifications
- details of two referees (including a current or previous supervisor).

We encourage you to have a conversation with your current supervisor prior to submitting an application. You should discuss your interest in this position and the potential release from your current position if successful.

WHO TO CONTACT

For position-specific information, please contact s22(1)(a)(ii) Director, Fiji Section on +61 2 s22(1)(a)(ii)

Additional queries about the internal movement selection process should be directed to the OTP Hub via email to s22(1)(a)(ii) @dfat.gov.au.



Australian Government
Department of Foreign Affairs and Trade

Position Description

Classification	Executive Level 1
Position Title	Assistant Director, ICT Logistics and Assets Management
Group	Service Delivery Group
Division	Information Management Division
Branch/Section	ICT Services Branch / Global Logistics Section
Position Availability	Vacant Now
Expected Length of Vacancy	Permanent or higher duties up to 12 months
Employment Type	Full-time/Part-time, Flexible work arrangements available
Movement Type	At level movement or higher duties
Location	Canberra City
Reference	s22(1)(a)(ii)

THE OPPORTUNITY

[s47E\(c\)](#), [s47E\(d\)](#)

OUR IDEAL CANDIDATE

Our ideal candidate will have strong skills including:

- Great people management skills, and able to lead a team
- Well-developed communications skills
- Ability to manage vendor relationships
- Business focussed and able to apply a risk management approach to solving problems
- Focussed on continual service improvement.

An understanding of DFAT's ICT hardware technologies, international shipping and security protocols, and government procurement procedures would be advantageous.

You do not need to know everything. You will learn quickly; use and rely on the expertise within your team; and gain support from supportive colleagues across IMD.

KEY DUTIES

[s47E\(c\)](#), [s47E\(d\)](#)

s47E(c), s47E(d)

HOW TO APPLY

Submit an application via JobConnect by **Tuesday 22 September 2020 at 11.30pm AEST**.
Your application will need to provide:

- your personal details
- a 300-400 word pitch telling us how your skills, experience and qualifications make you the best candidate for this opportunity
- details of your professional experience and qualifications
- details of two referees (including a current or previous supervisor).

We encourage you to have a conversation with your current supervisor prior to submitting an application. You should discuss your interest in this position and the potential release from your current position if successful.

WHO TO CONTACT

For position-specific information, please contact s22(1)(a)(ii) Director LGS on +61 2 s22(1)(a)(ii)

Additional queries about the internal movement selection process should be directed to the SDG Hub via email to @dfat.gov.au

s22(1)(a)(ii)



Australian Government
Department of Foreign Affairs and Trade

Position Description

Classification	Executive Level 1
Position Title	Assistant Director
Group	Office of the Pacific
Division	Pacific Operations and Development (POD)
Branch/Section	Pacific Labour Mobility and Economic Growth Branch (LMB)/ Pacific Economic Trade & Private Sector Engagement Section (EGS)
Position Availability	Vacant Now
Expected Length of Vacancy	Permanent or Temporary (up to 12 months)
Employment Type	Full-time, flexible work arrangements available
Movement Type	At level movement or higher duties for up to 12 months
Location	Canberra - Barton
Reference	s22(1)(a)(ii)

THE OPPORTUNITY

[s47E\(c\)](#), [s47E\(d\)](#)

OUR IDEAL CANDIDATE

The position requires a motivated, collaborative, strategic and solutions-focused leader with excellent communication, representation and coordination skills. Trade, multilateral,

economic development, and/or aid program management skills and experience are also desirable. A willingness to undertake domestic and international travel is important, along with a capacity to work effectively in these situations where there is limited support and supervision.

KEY DUTIES

s47E(c), s47E(d)

HOW TO APPLY

Submit an application via JobConnect by **Friday 2 October 2020 at 11:30pm AEST**. Your application will need to provide:

- your personal details
- a 300-400 word pitch telling us how your skills, experience and qualifications make you the best candidate for this opportunity
- details of your professional experience and qualifications
- details of two referees (including a current or previous supervisor).

We encourage you to have a conversation with your current supervisor prior to submitting an application. You should discuss your interest in this position and the potential release from your current position if successful.

WHO TO CONTACT

For position-specific information, please contact s22(1)(a)(ii) Director Economic Growth Section on +61 2 s22(1)(a)(ii)

Additional queries about the internal movement selection process should be directed to the OTPHUB via email to s22(1)(a)(ii) @dfat.gov.au.



Australian Government
Department of Foreign Affairs and Trade

Position Description

Classification	Executive Level 1
Position Title	Assistant Director, Economic
Group	Office of the Pacific (OTP)
Division	Pacific Bilateral Division (PBD)
Branch/Section	Melanesia Branch (MLB) / Fiji Section (FJS)
Position Availability	Vacant Now
Expected Length of Vacancy	Permanent
Employment Type	Full-time / part-time, flexible work arrangements available
Movement Type	At level movement or higher duties up to 12 months
Location	Canberra – Barton
Reference	s22(1)(a)(ii)

THE OPPORTUNITY

[s47E\(c\)](#), [s47E\(d\)](#)

OUR IDEAL CANDIDATE

Our ideal candidate will:

- be organised, results-oriented, creative and passionate about advancing Australia's interests in the Pacific (and notably with Fiji)
- have strong policy, communication (written and oral), representational and stakeholder-management skills
- be an instinctive team-player and a natural collaborator, and promote a positive, professional and inclusive organisational culture
- demonstrate accountability, sound judgment, flexibility and ability to operate with limited supervision; and

- be able and ready to act as Director from time to time, and help mentor and build capability in Fiji Section.

Experience in economic, development economic and trade issues, and a willingness to undertake possible domestic and international travel, are desirable. An NV2 clearance is essential.

KEY DUTIES

s47E(c), s47E(d)

HOW TO APPLY

Submit an application via JobConnect by **Thursday 1 October 2020 at 11.30pm AEST**. Your application will need to provide:

- your personal details
- a 300-400 word pitch telling us how your skills, experience and qualifications make you the best candidate for this opportunity
- details of your professional experience and qualifications
- details of two referees (including a current or previous supervisor).

We encourage you to have a conversation with your current supervisor prior to submitting an application. You should discuss your interest in this position and the potential release from your current position if successful.

WHO TO CONTACT

For position-specific information, please contact s22(1)(a)(ii) Director, Fiji Section on +61 2 s22(1)(a)(ii)

Additional queries about the internal movement selection process should be directed to the OTP Hub via email to s22(1)(a)(ii) @dfat.gov.au.



Australian Government
Department of Foreign Affairs and Trade

Position Description

Classification	Executive Level 1
Position Title	Assistant Director, Humanitarian
Group	International Security Humanitarian and Consular Group (ISG)
Division	Humanitarian, NGOs and Partnerships Division (HPD)
Branch/Section	Humanitarian Response, Risk & Recovery Branch (HMB) / Humanitarian Pacific Partnerships and Planning Section (HPS)
Position Availability	Vacant Now
Expected Length of Vacancy	Temporary, 6 months (with possible extension)
Employment Type	Full-time, flexible work arrangements available
Movement Type	At level movement or higher duties up to 6 months (with possible extension)
Location	Canberra - Barton
Reference	s22(1)(a)(ii)

THE OPPORTUNITY

[s47E\(d\)](#), [s47E\(c\)](#)

OUR IDEAL CANDIDATE

Our ideal candidate will be collaborative and work well in a supportive team environment. You will have the ability to build analysis and planning systems, and to use these analytical tools to inform policy. You will have a demonstrated ability to develop and maintain

relationships with a wide variety of stakeholders (both internally and externally). You will have excellent communication skills, and the ability to think strategically. An ability to contribute to crisis response activities, which can require working out of hours, would be an advantage, but is not critical. Knowledge and experience of the Pacific/Timor Leste and the aid program would be an advantage, but are not essential.

KEY DUTIES

s47E(c), s47E(d)

HOW TO APPLY

Submit an application via JobConnect by **Monday 12 October 2020 at 11:30pm AEDT**. Your application will need to provide:

- your personal details
- a 300-400 word pitch telling us how your skills, experience and qualifications make you the best candidate for this opportunity
- details of your professional experience and qualifications
- details of two referees (including a current or previous supervisor).

We encourage you to have a conversation with your current supervisor prior to submitting an application. You should discuss your interest in this position and the potential release from your current position if successful.

WHO TO CONTACT

For position-specific information, please contact Jason Andean, Director, Humanitarian Pacific Preparedness and Planning on +61 2 s22(1)(a)(ii) @dfat.gov.au.

Additional queries about the internal movement selection process should be directed to the International Security Group Hub via email to @dfat.gov.au.

s22(1)(a)(ii)

2020-21 DFAT Temporary Employment Register

What we do

The department's purpose is to make Australia stronger, safer and more prosperous by promoting and protecting our interests internationally and contributing to global stability and economic growth, specifically in the Indo-Pacific region.

The department provides foreign, trade and development policy advice to the Government. We work with other government agencies to ensure that Australia's pursuit of its global, regional and bilateral interests is coordinated effectively.

DFAT is the lead agency managing Australia's international presence. We manage a network of 100 overseas posts in five continents.

Our officers are highly skilled at their work which includes developing and implementing foreign, trade and development policy, negotiating international agreements, delivering an effective aid program, and providing high quality consular assistance. This business is often conducted in one of the 29 foreign languages in which DFAT staff are proficient.

The opportunity

The Department of Foreign Affairs and Trade's temporary employment register is for candidates who would like to register a general expression of interest in working with the department. The department will use the register to access appropriately skilled and experienced individuals for short term employment opportunities, when staff are required at short notice.

Who we are looking for

We are looking for flexible, adaptable, professional staff to contribute to the department's work across a broad agenda in support of Australia's international engagement. We are interested in individuals with expertise across all areas of the department's work, both policy and corporate management.

Through our online application form, you will be able to express interest in roles from APS Level 4 to Executive Level 2. Positions may be full-time or part-time and for varying periods up to 18 months, depending on business needs and requirements.

Applications will remain active until 30 June 2021. Applicants who submitted an application for the 2019-20 Temporary Employment Register will need to submit a new application to be considered.

Additional information

DFAT employees are expected to adhere to the APS Values and Code of Conduct and the DFAT Values Statement.

Eligibility requirements

Candidates must be Australian citizens.

To be eligible for engagement, successful candidates will undergo a comprehensive security assessment. Employment in the department is dependent on gaining a valid security clearance. Loss of a security clearance at any time will lead to termination of employment. This is a security-designated position and you will be required to have or be able to obtain a security clearance to Negative Vetting Level 1 prior to commencement.

Should you be successful in this recruitment process you will be required to undergo a security clearance. A face-to-face interview is a critical part of the security clearance process. This interview will be conducted in Australia, preferably in Canberra. If you reside overseas please be aware that you will be required to travel to Canberra at your own expense to undertake the security interview. Interviews cannot be conducted by video link or Skype.

Who to contact

Enquiries about the temporary employment register should be directed to the DFAT Recruitment Team via recruitment@dfat.gov.au or phone (02) 6261 9811.