

The Timor-Leste Police Development Program of the Australian Embassy in Dili is seeking a highly motivated and experienced person to fill the position of **Executive Officer (locally engaged staff, level 5)**.

The successful candidate must be able to demonstrate achievement against the following selection criteria:

- Contribute to the management of the Executive Office, including initiating, managing and delivering a broad range of projects to support the TLPDP Senior Responsible Officer (SRO) and TLPDP Advisors.
- Manage TLPDP activities, initiatives and programs in accordance with TLPDP/AFP policies and procedures, including contractual, financial and risk management. Manage and maintain information on TLPDP systems as required to ensure business continuity and support to SRO.
- Build, strengthen and maintain relationships across a broad range of key stakeholders, including PNTL, Embassy staff, partner agencies, community organisations, government officials, private sector representatives, international and regional organisations. Maintain up-to-date knowledge of Government of Timor-Leste laws and policies that relate directly and indirectly to PNTL.
- Contribute to monitoring and evaluation of project implementation, including through progress and financial reporting.
- Mentor, coach and develop TLPDP LES team members, building capacity and capability that proactively contributes to achieving TLPDP's key initiatives and objectives.
- Contribute to the drafting of speeches, preparation of briefing notes, correspondence and/or reports.
- Assist/represent the TLPDP Executive in a broad range of situations including meetings, events, presentations or other forums as required.
- Provide high level of oral and written translations related to a broad range of operational and technical subject matter.
- Manage administrative functions and perform secretariat duties for the SRO Executive Office, including providing high level administrative support and taking and drafting of minutes for review a. This may include diary, inbox and meeting management,

Applicants should also have the following qualifications and/or experience.

- Diploma level qualifications in English with experience providing interpreter/translation services.
- Advanced written and spoken English and Tetum skills.
- Demonstrated corporate services experience in an office environment, including proficiency in Microsoft Office applications.
- Experience of working with stakeholders relevant to the role, including Government of Timor Leste, development partners and /or civil society.
- Demonstrated project management and research skills.

The successful candidate will be offered an initial one (1) year employment contract followed with an option of a permanent (ongoing) employment based on a satisfactory performance result.

The salary for this position starts from **USD\$24,448.08 per annum**. This amount excludes the 13-month's salary.

**Applications** – To apply, please submit the following documents (must be in English and in PDF format):

- Curriculum Vitae outlining personal details, relevant work experience, educational qualifications, and skills (maximum two (2) pages).

- Address to the selection criteria outlining how your skills, experience and qualifications makes you the best person for the job (maximum two (2) pages).

The **closing date** for applications is by 4.30pm (Dili time) on **Friday, 22<sup>nd</sup> November 2024**.

**Referees** – Please provide the name, position, phone number and email address for two recent professional referees in your written application. Referees will be contacted for short listed applicants only. You will be notified if your referees are to be contacted.

**How to apply** – Please send applications via email to [dili.hr@dfat.gov.au](mailto:dili.hr@dfat.gov.au). Position descriptions are available on the Australian Embassy website [www.timorleste.embassy.gov.au](http://www.timorleste.embassy.gov.au) and also available from the Australian Embassy's Reception desk. Please note that only shortlisted candidates will be contacted for interview.

**Other requirements** – Successful applicants are required to obtain a satisfactory police clearance and medical check. The position will involve travel in Timor-Leste and may also involve limited international travel.

***The Australian Embassy is committed to providing equal employment opportunities, access, equity and social inclusion for all employees, and in particular for women and people with disability. We welcome all applicants and encourage women and people with disability to apply.***