



Australian Embassy

Timor-Leste

The Timor-Leste Police Development Program (TLPDP) is seeking a highly motivated and experienced person to fill the position of **Language & Administration Team Member (locally engaged staff, level 4)**.

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

- Experience in the **provision of language assistance (translation)**
- Experience working with key TLPDP stakeholders, including the ability to maintain **respectful and productive working relationships**.
- **Ability to work in a team** and contribute to enhancing team capacity through collaboration.
- **Demonstrated competence** with Microsoft Office computer applications.
- **Ability to prioritise work, meet task deadlines and produce accurate work**.
- Well-developed **organisational skills**, with the **ability to manage competing priorities and meet deadlines**.
- **Strong attention to detail and the ability to maintain accurate records and documentation**.
- Fluency in **written and spoken English and Tetun Skills**.
- **Demonstrated understanding of contemporary Gender Equality issues** and a willingness to undergo specific training provided by the Embassy.

The salary for this position starts from **USD 17,619.60 per annum**. This figure excludes 13-month salary.

Applications – Please respond to each of the selection criteria separately by providing examples of your achievements. The total response to selection criteria must be in English and not exceed two (2) pages. Please also include a Curriculum Vitae in English, not exceeding two (2) pages. The closing date is on **Sunday, 11 October 2026** at 4.30pm (Dili time).

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. Position descriptions are available on the Australian Embassy website 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, medical check, and uphold child safeguarding principles.

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.