



Australian Embassy

Timor-Leste

The Australian Embassy, Dili is seeking a highly motivated and experienced person to fill the position of **Local Area Network Administrator (locally engaged staff, level 3)**, working across its corporate team.

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

- Demonstrated **organisational skills** and the **ability to prioritise and complete tasks**
- Comprehensive understanding of **computer systems, personal computers, laptops, printers, mobile devices and other IT products**
- Knowledge of **networks and servers**
- Good knowledge in using **website language such as HTML and CSS**
- Experience with **computer-based applications such as Microsoft Word and Excel and other software packages**
- Administration and client service experience

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

- Qualifications in a relevant field is desirable but not mandatory
- Strong computer literacy and proficiency in Microsoft Office applications
- Well-developed English language written and oral communication skills

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

The salary for this position is **USD\$12,174.60 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 the 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 **Friday, 7 February 2025** 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 Security Guard. 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 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.