



Australian Embassy
Timor-Leste

The Australian Embassy is seeking a highly motivated and experienced person to fill the position of **Property Officer (locally engaged staff, level 4)**, working within its Corporate Team.

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

- Experience in **property, asset, inventory, or facilities management**, including in managing office and residential properties in Timor-Leste.
- Sound understanding of **asset and property management principles, policies, and procedures**.
- 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.
- Fluent **verbal and written communication skills in English and Tetum**.
- Proficiency in **Microsoft Office applications, particularly Excel**.
- **Demonstrated integrity, accountability and sound judgement** in managing organisational assets and resources.
- **Demonstrated understanding of contemporary Gender Equality issues** and a willingness to undergo specific training provided by the Embassy.

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

- Relevant **qualifications and/or professional certification** in Business Administration, Logistics, Supply Chain Management, procurement, Asset Management, Finance, or a related field.
- Valid Timor-Leste drivers' license.

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, 18 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.