

The Australian Federal Police (AFP) in the Australian Embassy in Dili is seeking a highly motivated and experienced person to fill the position of **Administrative / Investigative Assistant (locally engaged staff, level 4)**.

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

- Provide high-level communications and planning to support AFP engagement with Timorese law enforcement, government and NGOs including for senior officials' meetings, operational briefings and during incoming and outgoing visits.
- Cultivate and maintain productive working relationships with key Timorese law enforcement and government interlocutors to facilitate successful cooperation with the AFP across all Transnational Serious and Organised Crime (TSOC) types and capacity building initiatives.
- Contribute to the successful delivery of stakeholder engagements and capacity building purchases and programs including identifying and engaging providers, coordinating venues and logistics, liaising with and managing participant requirements, interpreting content and supporting delivery through events management.
- Support joint operational requirements in response to TSOC investigations or other critical incidents.
- Provide timely, accurate media monitoring that identifies emerging issues relevant to AFP strategic and operational priorities.
- Provide high-level research support, particularly regarding Timorese law, regulations, protocol or customs that may impact AFP operations and initiatives.
- Deliver routine administrative requirements of the AFP office including data entry and file keeping (financial and other) engagement with external vendors, facilitating visa arrangements, organising travel for AFP members, financial acquittals, minor equipment acquisition, administering AFP occupied residential properties and administering the AFP vehicle.

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

- High level interpreting, translation and analysis skills in English and Tetum (minimum), Indonesian, and Portuguese (preferred).
- High level communication skills.
- Well-developed administrative abilities and office management skills.
- Ability to develop and maintain effective operational and strategic relationships.
- Competency in administrative duties including financial, travel, purchasing and event/asset management.
- Demonstrated ability to take initiative when prioritising workloads and operate with minimal supervision.
- Ability to manage projects effectively.
- Driver's license (or the ability to obtain one)
- Ability to deploy into the field at short notice in adverse conditions with AFP members.

The successful candidate will be offered an initial (6) months employment contract with the potential for further extension, determined by business requirements and a satisfactory performance result.

The salary for this position is **USD\$17,619.60 per annum**.

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 16:30 pm (Dili time) on Friday, 14th of November 2025.

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 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.