

## Executive Officer – Dili – November 2024

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| <b>AGENCY</b>             | Australian Federal Police (AFP)        |
| <b>POSITION NUMBER</b>    | DL4017                                 |
| <b>POSITION TITLE</b>     | Executive Officer                      |
| <b>CLASSIFICATION</b>     | LE 5                                   |
| <b>SECTION</b>            | Timor-Leste Police Development Program |
| <b>REPORTS TO (TITLE)</b> | Senior Responsible Officer             |
| <b>CURRENT OCCUPANT</b>   | New position                           |
| <b>EMPLOYMENT TYPE</b>    | On-going Full-time                     |

### About the Australian Federal Police

The Australian Federal Police's (AFP) role is to enforce Commonwealth criminal law, contribute to combating organised crime and to protect Commonwealth interests from criminal activity in Australia and overseas.

The AFP provides support offshore in fields ranging from stability and peacekeeping to capacity building assistance, dependent upon the needs and requests of the host Nation.

### About The Timor-Leste Police Development Program (TLPDP)

The TLPDP is a joint initiative of the governments of Timor-Leste and Australia to support Polícia Nacional de Timor-Leste (PNTL) goals of developing an effective and accountable police service for the people of Timor-Leste.

TLPDP has the role of enhancing PNTLs policing capability where the governance, values, and operational characteristics support and increasingly strengthen the rule of law in an evolving democracy. The TLPDP does not have executive policing powers in Timor-Leste.

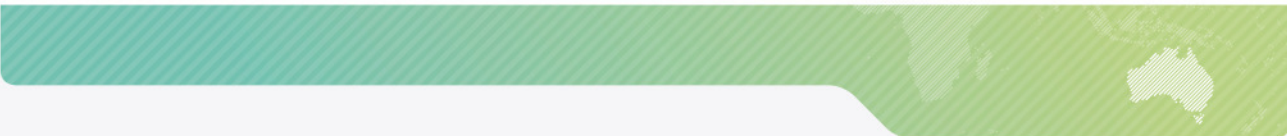
### About the position

The Executive Officer works in the Executive Team within TLPDP. Under limited direction, this position plays a key role in supporting Australia's commitment to strengthening the rule of law within Timor-Leste through a range of TLPDP activities, initiatives and projects.

TLPDP is looking for a motivated and experienced professional with strong interpersonal and organisational skills to contribute to delivery of successful policing initiatives that support peace, stability and development in Timor-Leste.

### Key responsibilities for this position include, but are not limited to:

- 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.

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- 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,
  - Other duties as required.

#### Qualifications/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.
- Strong organizational, planning and prioritisation skills with demonstrated capability managing work under pressure.
- Demonstrated project management and research skills.
- Ability to work independently with sound judgement and under general direction.
- Ability to work in a team and contribute enhancing team capacity through collaboration.
- Excellent interpersonal and relationship management skills, including the ability to maintain respectful and productive relationships with a variety of individuals and organisations, and to work collaboratively to achieve results.
- Valid driving license.