

HOM Executive Assistant – Dili – January 2024

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	DL1002
POSITION TITLE	Executive Assistant to the Ambassador
CLASSIFICATION	LE4
SECTION	Head Of Mission (HOM) Executive
REPORTS TO (TITLE)	Ambassador
EMPLOYMENT TYPE	On-going

About the Agency – Department of Foreign Affairs and Trade (DFAT)

The role of the DFAT is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high-quality overseas development program, and helping Australian travellers and Australians overseas.


The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional, and bilateral interests.

About the position

Under limited direction, the Executive Assistant will manage the office of the Ambassador, also referred to as Head of Mission (HOM). Duties include coordination between DFAT senior management and other agencies, organising official events and coordinating programs for visiting officials. There may at times be a requirement to work outside of business hours.

The key responsibilities of the position include, but are not limited to:

- Manage and oversee the daily functions of the Head of Mission (HOM) Executive Office, including providing administrative support, coordinating with Embassy staff/partner agencies, and ensuring smooth flow of communications, advice and correspondence to and from the HOM.
- Liaise with Embassy staff on requirements and quality standards for HOM briefings, HOM hosted events, official reporting and requests for approvals.
- Supervise the HOM driver and domestic staff, ensuring effective oversight and coordination between HOM's schedule and driver and HOM Representation activities, ensuring appropriate allocation of staff resources to representation and meeting events.
- Lead on and run key Executive Coordination processes, including the HOM Forecast of Significant Events.

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- Maintain updated information and contact databases including the Embassy register of Government/official/business contacts, records of East Timorese order of precedence, and gift registries.
 - Develop and maintain a comprehensive network of contacts throughout the Embassy, Timor-Leste government, other Embassies and other stakeholders to support relationship building, representation, and access to key contacts when needed.
 - Manage and respond to requests for written and oral information from internal and external representatives, contacts and stakeholders, including drafting simple correspondence.
 - Provide accurate and timely corporate support to the HOM, including translation services, and diary management.
 - Effectively coordinate the Ambassador's travel arrangements in and outside Dili, including arranging flights and accommodation and accurately preparing relevant travel approvals and acquittals.
 - Coordinate and plan travel arrangements for visiting Ministers, Parliamentarians and senior officials.

Qualifications/Experience

- Demonstrated corporate services experience in a busy office environment, including proficiency in Microsoft Office applications.
- Proven capabilities in managing and overseeing staff.
- Strong organisational and planning skills.
- Excellent interpersonal and relationship management skills.
- Excellent communication skills in English and Tetun, including with senior government officials (orally and in writing). Knowledge of Portuguese is an advantage but not essential.
- Demonstrated capabilities in manage high volumes of work and working under pressure.