

LES Position Description

AGENCY	Australian Federal Police (AFP)
POSITION NUMBER	DL4018
POSITION TITLE	Administrative/Investigative Assistant
CLASSIFICATION	LE 4
SECTION	Australian Federal Police
REPORTS TO (TITLE)	Liaison Officer, Dili

About The Australian Federal Police

The AFP's role is to enforce Commonwealth criminal law, contribute to combatting Transnational Serious and Organised Crime (TSOC) and to protect Commonwealth interests from criminal activity in Australia and overseas. The AFP is Australia's international law enforcement and policing representative and the Government's chief source of advice on policing issues. The AFP works closely with a range of other law enforcement and government agencies at state, territory, Commonwealth and international level, to enhance safety and provide a secure regional and global environment.

The AFP has an International Liaison Officer (LO) located within the Australian Embassy in Dili, Timor Leste.

About the position

The Administrative/Investigative Assistant provides a critical support capability across all operational and administrative elements of AFP engagement with Timorese law enforcement agencies.

Key responsibilities of the position include but are not limited to:

- Provide high-level communications and planning support to 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 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;

Required Qualifications/Experience/Knowledge/Skills

- High level interpreting, translation and analysis skills in English and Tetun (minimum), Bahasa and Portuguese (preferred);

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- 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;
 - Driver's license (or the ability to obtain one)
 - Ability to manage projects effectively;
 - Ability to deploy into the field at short notice in adverse conditions with AFP members.