

Australian Embassy, Beijing

Executive Assistant (LE4/5)

The Department of Foreign Affairs and Trade is seeking expressions of interest from suitably qualified persons to fill the position of Executive Assistant to the Deputy Head of Mission and Minister-Counsellor (Economic) at the Australian Embassy, Beijing. The position will be offered at the LE4/5 level.

This position requires a high-level security clearance and, as such, **only Australian citizens are eligible to apply.**

A position description and selection criteria are attached.

Your application, written in English, must include:

- a statement of claims for the position addressing each of the selection criteria (maximum 2 pages);
- a curriculum vitae (maximum 2 pages); and
- contact details for two work-related referees.

Applications should be submitted in writing by email to the Human Resources Section of the Australian Embassy, Beijing at: beijing.hrrecruitment@dfat.gov.au.

The closing date for applications is **Monday 22 May 2017**. Applications received after the closing date will not be considered.

Applications that do not address the selection criteria will not be considered.

For further information about this position, please contact beijing.hrrecruitment@dfat.gov.au.

Please note that only applicants short-listed for interview will receive a written reply. If you have not received any communication from the Human Resources Section within four weeks after the close of applications, please consider your application unsuccessful. Thank you for your understanding and your interest in working at the Australian Embassy.

Agency	Department of Foreign Affairs and Trade
Position number	BJ1-037
Title	Executive Assistant
Classification	LE4/5
Section	Executive
Reports to (title)	Deputy Head of Mission, Australian Embassy, Beijing

About the Australian Government's Department of Foreign Affairs and Trade

The role of the Department of Foreign Affairs and Trade 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 aid program and helping Australian travellers and Australians overseas.

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

About the position

The Executive Support position provides administrative, secretarial and research support to the Deputy Head of Mission, Minister-Counsellor (Economic) and, from time to time, the Ambassador.

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

- Maintaining the appointments schedule and representational calendars for the Deputy Head of Mission and Minister-Counsellor (Economic);
- Liaising with mission staff, government officials, private-sector representatives and other embassies as required on a range of subjects;
- Coordinating the preparation of briefing material for meetings, travel and speeches for the Deputy Head of Mission and Minister-Counsellor (Economic);
- Assisting with the planning and coordination of functions hosted by the Deputy Head of Mission and Minister-Counsellor (Economic);
- Supporting high-level visits to China by Australian ministers and senior officials;
- Co-ordinating travel arrangements, vehicle bookings, and acquittal of advances for the Deputy Head of Mission and Minister-Counsellor (Economic);
- Drafting and coordinating routine office correspondence, including faxes, minutes, letters, emails;
- Performing routine office tasks, such as escorting visitors, photocopying, mail dispatch, telephone calls and maintenance of the filing system;
- Maintaining contact lists and business-card files; and
- Relieving as Ambassador's personal assistant as required.

Selection Criteria

Applicants should address all six of the selection criteria below, outlining their claims against each criterion, drawing on specific experience that demonstrates their suitability for the position (maximum two pages in total).

- Must currently hold or have the ability to obtain and maintain an Australian Government security clearance (this requires Australian citizenship);
- Highly developed interpersonal skills and experience working in a team environment;
- A high level of oral and written English communication skills (Chinese language skills would be a great advantage, but are not essential for the position);
- An ability to manage an office and provide executive support, including managing appointments, program management, routine letter and email writing, and telephone liaison;
- Working-level knowledge of Microsoft Office and ability to troubleshoot minor problems;
- An ability to work independently, prioritise, show initiative and be flexible in the workplace.

CV and referees

Applicants should provide a CV that includes at least two referees.