



**AUSTRALIAN HIGH COMMISSION
ISLAMABAD**

OFFICE OF THE DEFENCE ADVISER

VACANCY NOTICE

EXECUTIVE ASSISTANT (EXPATRIATE POSITION) TO DEFENCE ADVISER

The Office of the Defence Adviser (ODA) within the Australian High Commission, Islamabad, has a vacancy for a locally engaged, **expatriate position**, employee, as the Executive Assistant to the Defence Adviser (DA). The position is initially offered on a twelve months (renewable) contract on a full time basis.

TASKS / FUNCTIONS:

- Provide secretarial and administrative support to the DA
- Arrange calls, meetings, visits and travel for the DA
- Prepare first drafts for routine correspondence
- Maintain files and correspondence registers (electronic and paper)
- Coordinate logistical elements of official visits to and from Pakistan
- Support Australia's defence students in Pakistan
- Manage official representational funds and calculate travel allowances
- Liaise with the Australian Department of Defence and Pakistan Military as necessary
- Maintain the Defence Section official contacts list
- Provide relief, as directed, for the Defence Office Manager
- Other administrative and secretarial duties as directed

THE SUCCESSFUL CANDIDATE WILL:

- Have proven administrative and secretarial experience, with a high level of computer literacy (Microsoft Word, its mail merge function and Excel) and numeracy
- Demonstrate excellent verbal and written communication skills
- Demonstrate strong personal ethics, ability to work in a team environment and develop and maintain good working relationships with external contacts, ideally in an international environment
- Be able to work with minimum supervision
- Be able to self manage to meet agreed objectives

SECURITY VETTING: An Australian citizen is preferred, however, other nationalities will also be considered. Formal security vetting is a requirement and will be part of the selection process.

SELECTION CRITERIA: Interested applicants can obtain a detailed duty statement on the Australian High Commission Islamabad website at: <http://www.pakistan.embassy.gov.au> or from the Defence Executive Assistant on (051) 8355311.

SALARY: An all-inclusive full time monthly salary is payable in Pakistani rupees. Starting salary will be based on qualifications and experience.

EXPRESSIONS OF INTEREST: A written application, providing information on the applicant's relevant qualifications and experience, a detailed CV, work related references, a copy of passport and Pakistan entry visa, and an agreement to undergo formal security vetting, should be submitted to:

*Defence Adviser
Australian High Commission, PO Box 1046, Islamabad*

Closing date: 16 May 2012 (start work date to be preferably by 15 June 2012)

Only short-listed candidates will be contacted for further information and interview.