

Position Description – Islamabad, April 2017

Agency	Australian Federal Police (AFP)
Position number	50018609
Title	Administrative Officer
Classification	LE4
Salary	PKR 117,096 per month
Reports to (title)	Senior Liaison Officer (SLO)

About the Australian Federal Police (AFP)

The AFP is a progressive and multi-faceted law enforcement organisation that leads Australia's efforts to combat transnational crime in the 21st century. By employing the core principles of prevention, deterrence, partnership and innovation, the AFP strives to build a more secure future for Australia and its global partners. Countering organised crime, terrorism and protecting Australia's national security interests are the AFP's major priorities. The three primary mechanisms by which these can be achieved are through operational cooperation, information flows and capacity building.

The AFP values individual differences, diversity and gender equality in the workplace to create a culture based on tolerance and respect.

The purpose of AFP Islamabad Post in Pakistan is to support Australian Law Enforcement, including the AFP Crime Program to defeat, shape and prevent serious and organised crime activity and threats affecting Australia's interests.

The goal of the AFP Islamabad Post is to reduce the impact of criminal threats on Australian interests by collaboration and cooperation with partner agencies in Pakistan including capability development and training.

About the Position

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

- Update and manage AFP operational and administrative files
- Undertaking office projects as set by the SLO Islamabad
- Liaise with internal and external stakeholders as required
- Provide a high standard of keyboard/secretarial skills to AFP personnel and perform general clerical duties within the AFP office
- Establish and maintain productive working relationships with relevant stakeholders within AFP, the Department of Foreign Affairs and Trade (DFAT) and other agencies
- Contribute to the implementation of systems improvement initiatives
- Maintain the Liaison Office contacts database and update as required
- Assist in the provision of building management services and maintain the assets register
- Work in accordance with AFP and DFAT guidelines regarding aspects of financial management at international posts
- Monitor budgets, report on expenditure and reconcile payments

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- Assist in responding to financial tasks requested by Australia
- Translate/interpret as required
- Work with HR to ensure compliance with DFAT HR guidelines in respect to timesheets, leave forms, etc.

Selection Criteria

- Demonstrated experience or ability to work in a small team and autonomously manage staff and projects with minimal supervision.
- Demonstrated experience or ability in efficient office administration including the ability to multi-task and manage a large variety of different issues.
- Highly effective communication skills including good oral and written English skills.
- High level of initiative, personal integrity, confidentiality and self-motivation.
- Good interpersonal skills and strong personal qualities including being culturally diverse, being able to deconflict situations to ensure a harmonious work place and demonstrate gender equality, equity and diversity values.

Highly Desirable

- Knowledge of government financial process and the Public Governance Performance and Accountability (PGPA) Act
- Understanding of cash accounting and working with SAP
- Knowledge of the Australian Federal Police

Submitting your Application

Please download and complete the recruitment package for the Administrative Officer position. Your completed application package must be emailed by midnight 28 April 2017 (Pakistan Standard Time) to Jobs.AHC-Islamabad@dfat.gov.au. Please specify the job title and your name in the e-mail subject line.

Late or incomplete applications will not be considered. You do not need to include a cover letter.

Only shortlisted applicants will be contacted for interview by the Australian High Commission, Islamabad. Successful applicants will be offered a two-year contract of employment that may be extended subject to agreement between the employer and employee. A probation period of three months applies and the confirmation of the employment depend upon successful completion of the probation.