

Position Description – Executive Assistant to Defence Adviser

Agency	Defence
Position number	IS3003
Title	Executive Assistant to Defence Adviser
Classification	LE4-1
Salary	PKR 121,273 per month; additional expatriate allowances PKR 165,579
Section	Department of Defence
Reports to (title)	Defence Adviser

** Note: Due to the military operational environment of this role, employment is dependent on the employee being an expatriate. Applicants with host country citizenship or dual citizenship of the host country are not eligible to apply.*

About the Department of Defence (DoD)

The Australian Government Department of Defence aims to promote the security of Australia, and to protect its people and its national interests.

Australia's defence policy is founded on the principle of self-reliance in the direct defence of Australia, but with a capacity to do more where there are shared interests with partners and allies.

The Department of Defence is a department of state, headed by the Secretary of the Department of Defence; and the Australian Defence Force (ADF), commanded by the Chief of the Defence Force (CDF).

About the Position

The DoD Executive Assistant provides administrative support to the Australian Defence Adviser to Pakistan.

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

- Maintain the Defence Adviser's (DA's) calendar including arranging meetings within and outside of the High Commission and overseas meetings as appropriate.
- Screen all telephone calls to the DA and manage visitors to the Office of the Defence Adviser.
- Organise all aspects of the DA's travel, and also the travel of Australian Defence Force students in Pakistan. Includes researching, interpreting, advising and booking travel entitlements. Receive, examine and verify invoices issued by local travel agents. Resolve any expenses and/or booking queries and arrange payment of authorised travel bookings. Prepare movement requisition forms and review the advance of travel allowances. Prepare the acquittal claims on completion of travel.

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Provide advice and assistance on all allowance matters for Australian Defence personnel in Pakistan.

- Prepare correspondence and e-mail responses. Send notifications of arrival/departure details; pay requirements; allowance entitlements; allotment variations and pay queries.
- Prepare and dispatch diplomatic notes, flights clearances and port visit requests. Prepare correspondence and cables and other documents as required.
- Maintain electronic records, and information and instructions pertaining to all Defence staff positions. Create new electronic files and maintain file listing.
- Coordinate arrangements for official visits to the region, including preparation of visit programmes.
- Maintain the Pakistan armed forces functional directory and other contacts listings, and the historical listing of visitors.
- Scrutinise and verify Defence Section claims for payment, to include confirmation of expenditure classifications and the allocation of relevant orders and charge codes.
- Plan and supervise the organisation of official Defence functions as directed. Collate and submit representational function cost reports.
- Research and provide information as required.
- Maintain liaison with other staff in the High Commission; provide support in interpreting Defence instructions; assist in resolving queries.
- Support 'Whole of Post' tasking priorities as directed by the Defence Adviser.
- Provide relief for the Defence Office Manager as required.
- Other tasks as directed by the Defence Adviser.

Selection Criteria

- The ability to allocate resources, set priorities and monitor progress of activities (and feedback) in order to ensure that the Section's requirements are met (and the Duty Statement is fulfilled).
- The ability to take the initiative, to self-manage, to respond to challenges and meet deadlines and Section objectives.
- Have proven administrative and secretarial experience, with a high level of computer literacy (Microsoft Word, its mail merge function and Excel) and numeracy.

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- Demonstrate excellent communication skills, including fluent oral and written English.
- Demonstrate strong personal ethics, strong interpersonal skills, and the ability to work in a team environment and develop and maintain good working relationships with external contacts (ideally in an international environment).

Highly Desirable

- High level English skills (oral, written and listening)
- Understanding of cash accounting
- Knowledge of the Australian Department of Defence and Australian Defence Force

Submitting your Application

Please download and complete the recruitment package for the Executive Assistant position. Your completed application package must be emailed by midnight 23 February 2018 (Pakistan). 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 12 month contract of employment that may be extended subject to agreement between the employer and employee. A probation period applies.