



## **Australian High Commission Pretoria**

### **Vacancy - AFP Office Manager**

The Australian High Commission in Pretoria invites applications for a locally engaged Office Manager for the Australian Federal Police

Applicants are required to be Australian citizens who hold the right to work in South Africa with the ability to hold and maintain an AFP security clearance.

#### **The Australian Federal Police**

The AFP's role is to enforce Commonwealth criminal law and to protect Commonwealth and national interests from crime in Australia and overseas. Australia's Federal Police Force, the AFP, is the international law enforcement and policing representative, and the Government's chief source of advice on policing issues.

The AFP works closely with a wide range of law enforcement agencies at state, territory, Commonwealth and international levels, to enhance safety and provide a secure regional and global environment.

#### **About the position**

The AFP Office Manager works to the AFP Senior Liaison Officer (SLO). The position is based full time in Pretoria, with occasional travel to other locations possibly required.

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

- Maintaining an awareness of key investigations, strategic and operational activities to enable accurate and timely communication (under the direction of the SLO) with Australian law enforcement agencies and international law enforcement partners;
- Working autonomously in a small team environment in an efficient, time effective manner to manage office administration functions including but not limited to:
  - asset management, including purchasing, maintenance and disposal;
  - property management;
  - administrative and financial support including management and processing of financial claims and the review of monthly expenditure reports; and
  - contributing to AFP, Department of Foreign Affairs and Trade (DFAT) and whole of Australian Government reporting requirements.
- Manage, maintaining and update operational files/databases;
- Maintaining and analysing computer based information systems used by AFP Liaison Office including the police real-time on-line management information system and other databases
- Manage and maintain the country contact lists & country profiles;
- Performing open-source online research;
- Prepare high quality written correspondence on behalf of and at the direction of the SLO;

- Liaising with DFAT staff concerning the delivery of services under the Service Level Agreement;
- Contribute to priority setting and planning on the development of Post business plans;
- Undertaking and/or contribute to projects at the direction of the SLO;
- Managing and coordinating travel and meeting schedules for the SLO and any visiting officials within the SLO's region of responsibility;
- Coordinate and provide support for official visits; and
- Collaborating and building partnerships with Australian High Commission staff and external agency representatives to ensure appropriate support as required to the SLO.

### **Qualifications/Experience**

- Relevant qualifications or experience in the following would be advantageous:
  - secretariat/office management;
  - project management; and
  - law enforcement.
- Highly developed written and communication skills
- Demonstrated ability to prioritise, think strategically, apply judgement and innovation to achieve results
- Experience undertaking financial and contract management
- Highly developed information management skills, with proficiency using Microsoft Office and databases
- Well-developed interpersonal skills; flexibility; and adaptability
- Ability to operate effectively within a team and across teams

### **Package and remuneration**

The successful applicant will be employed in an on-going position at the LE5 salary level range of ZAR 480,071 – 572,493 per annum and in accordance with the LES Terms and Conditions 2017-2020.

### **Application Guidelines**

To apply for the position of the AFP Office Manager, you will need to submit a two–page statement addressing the selection criteria below, using examples from your academic or professional background to support your claims.

#### **Selection Criteria**

- Excellent administrative and organisation skills including analytic and computer-based skills.
- Excellent interpersonal and communication skills, and the ability to build and maintain networks.
- Ability to maintain confidentiality and handle sensitive information with integrity.
- Ability to work with minimal supervision, to set priorities and allocate resources.
- Project Management skills.
- Possession of a current drivers licence.

You will also need to send us your curriculum vitae (no more than two pages) outlining your professional and academic background. Your CV should include the names and contact details of two professional referees who can validate and support your application.

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

Only shortlisted candidates will be contacted for an interview.

Applications must be submitted by e-mail to [hr.pretoria@dfat.gov.au](mailto:hr.pretoria@dfat.gov.au) with 'Application for AFP Office Manager' as the subject line by 5.00 pm Pretoria time on 21 August 2019.