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| **Agency** | The Department of Home Affairs |
| **Location** | Australian Embassy, Beijing |
| **Position Number** | BJ8-010 |
| **Position Title** | Executive Assistant |
| **Classification** | LE3 |
| **Section** | Executive |
| **Reports to (title)** | Regional Executive Officer |
| **Status** | Ongoing, Full-time |
| **Gross Annual Salary** | RMB 140,012.40 (plus loading if applicable) |

**About the Australian Department of Home Affairs**

The Department of Home Affairs is a central policy agency, providing coordinated strategy and policy leadership for Australia's national and transport security, cyber security, border, immigration, multicultural affairs, emergency management and trade related functions.

Immigration Programs Division delivers the permanent migration and temporary visa programs to maximise the long-term economic and social benefits to Australia across the Skilled, Family and Resident Return visa programs, and through Temporary entry to support tourism, education, and international relations.

**About the position**

Under general direction, the Executive Assistant reports to the Regional Executive Officer and supports the effective operation and administration of the Department of Home Affairs office.

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

* Organise and manage the Regional Director’s appointments, diary and representational program to ensure effective time management.
* Handle all incoming and outgoing correspondence, prepare routine documents and manage telephone enquiries.
* Assist with financial queries, manage payments and reimbursements and other administrative tasks
* Plan and coordinate VIP and senior staff visits to the region, including business travel and visa arrangements.
* Maintain and update the Regional Director’s contracts database to ensure accurate and current information.
* Help plan regional meetings by drafting agendas and assist in organising events the region’s participation in promotional activities.
* Contribute to preparing business plans and conduct risk assessments, including fraud risk assessments, to support strategic regional planning.
* Act as liaison on behalf of the Regional Director with other government agencies to ensure clear communication and collaboration.
* Undertake research projects, prepare materials on portfolio issues, coordinate regional communication messages to support informed decision-making

**Qualifications/Experience/Skills**

* Excellent prioritisation skills and a proven ability to work independently and be accountable for work output.
* Highly developed oral and written communication skills. Proficiency in English and Chinese.
* Capacity to; build productive working relationships, both in person and remotely, internally, and externally; demonstrate initiative; manage risks and challenges; act and work in accordance with relevant policy, precedents, procedures, and regulation; respond to priorities and meet deadlines.
* Good understanding of the Department’s priorities and direction, particularly as it applies to the offshore service delivery network.
* Ability to collect, manipulate and interpret statistical and financial data.
* Understanding of Chinese protocol, Chinese Government institutions and the conduct of international relations is desirable.

## What the Australian Embassy offers:

* Attractive remuneration package that includes performance bonuses, additional insurance coverage, 14 public holidays and generous leave provisions.
* Safe and secure workplace where safety of employees is a high priority and a diverse and inclusive workplace is actively promoted.
* Opportunity to work in a diplomatic mission and interact with colleagues from a broad range of interesting areas.
* Opportunity to learn new skills and meet unique challenges.

**How to Apply**

Your application, written in English, should include:

* Curriculum Vitae (maximum 2 pages)
* Application for Locally Engaged Staff Employment (please see Attachment A)
* Maximum 500 words pitch (further instructions below).

Please email your application to [**beijinghrrecruitment@dfat.gov.au**](mailto:beijinghrrecruitment@dfat.gov.au) **before 17:00 on Friday, 29 November 2024**. Applications received after this time will not be considered.

Applications must be in either Microsoft Word or PDF format, with a maximum email size of 3MB.

For further information about this position, please contact [**beijinghrrecruitment@dfat.gov.au**](mailto:beijinghrrecruitment@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 of the Australian Embassy within four weeks after the close of application, please consider your application unsuccessful. Thank you for your understanding and your interest in working at the Australian Embassy, Beijing.

**Attachment A: Application for Locally Engaged Staff Employment**

Position you are applying for: Date available for work**:**

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| **PERSONAL INFORMATION** | | | | | |
| Title: | | Last Name: | | | First Name: |
| Email Address: | | Contact Number: | | | Citizenship(s) |
| Address: | | | | | |
| Are you eligible to work in the country in which you are applying for a position? Yes  No  *(Note: to be eligible to work in this country you should be a citizen, hold or be able to obtain an appropriate working visa)* | | | | | |
| How did you hear about the vacancy? | | | | | |
| **PREVIOUS AUSTRALIAN GOVERNMENT EMPLOYMENT Yes  No** | | | | | |
| Have you ever been employed by the Australian Government, either in Australia or overseas?  If yes, please provide the details.  If yes, did you ever receive a redundancy or other payment benefit? | | | | | |
| **REFERENCES** | | | | | |
| Please provide the names and email addresses of two work-related referees whom we can contact. Both referees should  be able to comment on your work performance. | | | | | |
| **REFEREE 1** | | | | | |
| Title: | First Name: | | | Last Name: | |
| Organization: | | | Position Title: | | |
| Relationship to Applicant | | | Years of Relationship: | | |
| Contact Number: | | | Email Address: | | |
| **REFEREE 2** | | | | | |
| Title: | First Name: | | | Last Name: | |
| Organization: | | | Position Title: | | |
| Relationship to Applicant | | | Years of Relationship: | | |
| Contact Number: | | | Email Address: | | |
| **APPLICANT’S STATEMENT** | | | | | |
| The above information, to the best of my knowledge, is true and correct. I consent to the mission collecting and  using information, and to relevant employers / supervisors disclosing information, in relation to my work performance  and conduct for the purpose of assessing my suitability to carry out the duties of the position I have applied for, and  suitability for employment. I understand that misstatements or omissions in my disclosures may result in a failure to hire  or immediate discharge if they are discovered  Accept: Name: Date: | | | | | |

**Guidance for your 500 words pitch**

Your 500 words pitch should be compelling and convincing. It is a chance to tell the panel why you are the right person for the job. The panel wants to know why you are interested in the role, what you can offer DFAT, and how your skills, knowledge, experience and qualifications are applicable to the role. It should be **a maximum 500 words (12 font).**

• Say what you did (actions) and the result (outcomes)

• Use practical and substantiated outcomes

• Show your resilience and adaptability

• Highlight your strengths and interests

• Don’t assume the panel knows you or your work

• Make it appealing and interesting e.g. demonstrate how you ‘solved a difficult issue’

• Stick to the point – quality not quantity

• Use the word limit wisely

• Don’t repeat what’s already in your CV

• Ensure you check the spelling before you submit your application