

## Senior Visits Officer and Head of Mission Executive Assistant

<b>AGENCY</b>	Department of Foreign Affairs & Trade
<b>POSITION NUMBER</b>	BEI8716
<b>POSITION TITLE</b>	Senior Visits Officer & Head of Mission (HOM) Executive Assistant (EA)
<b>CLASSIFICATION</b>	LE4
<b>SECTION</b>	Political/Executive
<b>REPORTS TO (TITLE)</b>	Deputy Head of Mission (DHOM)

### About the Department of Foreign Affairs & Trade

The Department of Foreign Affairs and Trade (DFAT) seeks to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high-quality overseas aid program and helping Australian travellers and Australians overseas.

The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional and bilateral interests.

### About the position

The Senior Visits Officer & HOM EA provides administrative and secretarial support to Ambassador's office, which includes oversight of the work of the political, security and events teams to ensure alignment to post objectives.

The position is also responsible for managing the Ambassador's official visitors and events and providing support to Australian-based staff and their families.

This position will include out-of-hours duty at official events and on-call work.

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

- Coordinate the Ambassadors appointments and meetings, book official travel, and support representational activities, by maintaining an up-to-date network of appropriate contacts of internal and external stakeholders, including high-level government officials and business leaders.
- Manage correspondence and enquiries for the Ambassador, including, coordination and drafting of responses, and translation support to the executive.
- Build, develop and maintain key internal and external stakeholder relationships including contacts at senior levels within relevant Lebanese government departments, ministers' offices', NGOs and private organisations.
- Act as a contact point Australian-based officers and dependents, for the duration of their posting including providing information and access to supports that will assist in acclimatising to post and living in country.

- Coordinate Ambassador's visitors and Ambassador's representational events and functions, including design and delivery in consultation with external stakeholders and attached agencies.
- Assist public diplomacy programs as required, including managing the delivery of multiple concurrent events, coordinating guest lists, speakers, and overseeing event set up, and identifying and taking forward representational opportunities
- Coordinate and prepare briefings and talking points as required
- Assist in meeting broader Embassy objectives through participation in committees, meetings, and training.
- Act as the Mental Health lead for post, and undertake other duties, as directed.
- Perform other duties and back up as required

#### **Qualifications and experience**

- Professional written and spoken English is essential. Fluency in spoken Arabic and/or spoken French is required. Written Arabic and/or French language skills would be desirable but not essential.
- Well-developed IT skills and experience are necessary. At a minimum the successful candidate must be familiar with Microsoft Outlook and Word.
- Strong organisational skills with the ability to prioritise tasks effectively, take initiative and work under pressure.
- Ability to work flexibly, independently and in a diverse team environment.
- Strong interpersonal and representational skills and an ability to develop productive working relationships with both internal and external stakeholders.
- Knowledge of Australia and its interests and priorities would be an advantage.