

Head of Mission Executive Assistant and Community Liaison Office – March 2021

AGENCY	Department of Foreign Affairs & Trade
POSITION NUMBER	BEI8716
POSITION TITLE	Head of Mission (HOM) Executive Assistant (EA) and Community Liaison Officer (CLO)
CLASSIFICATION	LE3
STARTING SALARY	USD 1,882.00 / month, plus allowances
SECTION	Administration
REPORTS TO (TITLE)	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

Under general supervision and direction of the DHOM, the HOM EA/CLO provides executive assistance to the HOM, and works collaboratively with the political, security, public diplomacy and administrative teams in their duties in support of HOM. It also provides community liaison support to A-based staff and their families. This position may include out-of-hours duty at official events and on-call work.

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

HOM EA

- Maintain HOM's diary and arrange daily programs for HOM's official engagements and visits
- Bring important communication from stakeholders/interlocutors in the Lebanese Government and community to HOM's attention
- Arrange official appointments, meetings and functions for HOM by coordinating with other Embassy staff and preparing guest lists, invitation cards and seating plans
- Provide advice on order of precedence in accordance with local conventions for official functions
- Handle telephone calls, emails and correspondence for the HOM, including the coordination and drafting of correspondence
- Provide advice on appropriate contacts for representation purposes, taking local political and cultural considerations into account

- Keep abreast of protocol changes and developments, both in Australia and Lebanon and provide timely advice to the HOM

COMMUNITY LIAISON OFFICER

- Act as a contact point for A-based officers and dependents
- Assist A-based officers, spouses and dependants to access support within the mission, the local community and DFAT Canberra (including but not limited to the DFAT Staff Counsellor or Family Liaison Office)
- Provide settling-in/out support to A-based families, conduct orientation visits and briefings for newly arrived officers and dependants
- Collect, update and disseminate information and advice on medical services, education services, living conditions, community services, weekend activities and other information, as required
- Liaise on a regular basis with the DFAT Family Liaison Office as necessary, on matters of concern to A-based employees, spouses and families.
- Prepare or contribute to written reports, newsletter, welcome packs and other communication, as required
- Act as the Mental Health lead for post

OTHER DUTIES

- Assist in meeting broader Embassy objectives through participation in committees, meetings and training
- Assist with the preparation of programs and administrative preparations and other requirements for visits by senior Australian officials to Lebanon, including non-residing Defence Attaché
- Undertake other duties, as directed.


QUALIFICATIONS AND EXPERIENCE

- Refer recruitment pack

SKILLS AND ATTRIBUTES

A successful candidate for this position will have:

- Strong organisational and time management skills
- Demonstrated administrative and clerical skills, including the use of Microsoft Office
- The ability to handle and prioritise multiple tasks whilst maintaining attention to detail
- Well-developed interpersonal skills, including the ability to communicate with people at senior levels
- A command of written and spoken English and Arabic, and spoken language skills in French

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- Personal drive and integrity with strong ethics
 - Reliability and commitment to a team environment
 - The ability to work independently with minimal direction.