



## PERMANENT MISSION OF AUSTRALIA TO THE UNITED NATIONS - NEW YORK

### Defence Administration Manager

#### Temporary – non-ongoing position

The Defence section of the Permanent Mission of Australia to the United Nations in New York invites applications for the temporary – non-ongoing position of **Defence Administration Manager** for a **start date in mid – June 2018**.

The terms of employment will be in accordance with the New York-Based Terms and Conditions of Employment. Employment will be offered as a **non-ongoing contract for a period of 7 months**, at the **LE5.1** level with an annual salary of **US 72,451**.

The Permanent Mission of Australia to the United Nations in New York offers a package that includes recreation and personal days, medical and dental benefits and an employee assistance program

The Permanent Mission of Australia to the United Nations in New York will not be responsible for any costs incurred when applying for a US visa, relocation costs, nor the return of the officer and family to their country of origin at the end of the contract.

#### About the Australian Government's Department of Defence

The primary role of Defence is to defend Australia against armed attack. 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.

#### About the Position

The Defence Administration Manager position is located in the Defence Section of the Permanent Mission of Australia to the United Nations. It is primarily responsible for planning, implementing and managing the financial and administrative activities of the Defence section, managing the nominations and rotations for Australian contributions to UN Peacekeeping Operations, and supporting Defence's engagement with the UN in New York. It reports to the Assistant Defence Attaché.

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

- Manage the Defence Section administration in accordance with Departmental and Section requirements and objectives, adhering to all corporate administrative and management processes
- Manage the annual budget bid in accordance with Departmental and Section requirements and objectives
- Provide advice to senior Defence staff at post on financial risks/planning, forecasting and reconciliation
- Provide advice and briefings to senior staff and Canberra on operational issues as required
- Manage Defence Section compliance requirement with various sections in Canberra

- Manage nominations and rotations for Defence contributions to UN Peacekeeping Operations (PKOs)
- Oversee the Defence Section filing system and maintain Defence Section Plans and Procedures
- Coordinate Australian requests to visit UN PKOs with UN Headquarters
- Provide administration support to Defence Officers seconded to the UN
- Manage administrative matters associated with Defence visits to the UN in New York
- Conduct routine checks of the Defence Classified Documents Register
- Assist with the planning and management of Defence representational activities and events, including the management of representational equipment, gifts, and funding requirements
- Provide support and back up to the Assistant Defence Attaché on various peacekeeping matters
- Conduct annual liaison visits to Defence staff at Australian Embassy Washington, to review required administrative procedures

## **Selection Criteria**

### **Essential**

- Demonstrated management skills in a small team environment including proven flexibility, initiative, achievement oriented and attention to detail
- Demonstrated organisational skills including the ability to work under pressure, prioritise tasks and meet deadlines
- Excellent oral, written and interpersonal communication skills and experience in drafting concise reports and correspondence
- Sound working knowledge of Microsoft Office Products.

### **Desirable**

- Experience with the SAP accounting program.
- Knowledge of Defence Finance Regulations.
- Security Clearance: Negative Vet 1

### **Designated Security Assessment Position**

In accordance with the Protective Security Policy Framework, an existing security clearance or the ability to obtain a Diplomatic Mission Clearance (DMC) is required for this position:

- Applicants must be **Australian Citizens** to satisfy security requirements.
- Applicants can be **dual** citizens with the following countries only: **New Zealand, Britain and Canada**.
- Applicants must be willing to undergo security checks necessary to obtain an Australian National Security clearance.

## VISA INFORMATION

To work at the Permanent Mission of Australia to the United Nations, it is a requirement under United States law that you must be either a United States citizen, or a lawful permanent resident ("green card" holder), or hold a visa in the 'G' classification.

It is often necessary for visas to be adjudicated outside the United States. The Mission will facilitate the necessary work authorisation for the successful applicant should he/she be a non-US citizen or non-US Permanent Resident. The successful candidate is responsible for all costs, including travel and accommodation related to visa applications and commencement of employment.

Applicants who have family members who are currently in a different visa class must consider the implications of employment at the UN Mission seriously before accepting an offer of employment.

## PREPARING YOUR APPLICATION

**Your application should include:**

1. **Employment & Qualification Background - Complete Attachment A**

The form is attached for completion.

2. **Statement of Claim against the Selection Criteria - Complete Attachment B**

In this statement, which should not exceed two (2) pages, you will describe in your own words, why you believe that you are a suitable candidate for the advertised position and how you meet each individual selection criteria.

**Statements of claim that do not address all of the selection criteria will not be taken into consideration.**

*The Statement of Claim is the centre piece of your application and should be presented in a concise and focussed manner. In preparing your statement of claims, you **must** address each selection criteria and should highlight relevant experience and training; you may also include examples of work you have done and demonstrate how your contribution resulted in a positive outcome for your employer. Your statement of claims should be written in English.*

3. **Provide contacts for two referees - Complete Attachment C**

You need to provide contacts for two referees who are familiar with your professional as well as personal skills and competence. In most cases referees are not contacted unless you are shortlisted for the position, however if we have a tight timeframe we may contact referees before interviews.

4. **Optional Equity and Diversity Data Sheet - Attachment D**

The form is attached.

The Equity and Diversity data sheet is not compulsory, however, it helps us to ensure we are targeting a diverse range of potential employees and it enables applicants to bring to our attention any specific needs they might have – for example highlighting any disabilities which may need to be taken into consideration at the interview venue.

**Your completed application package must be emailed by opening of business 21 May 2018 (US EST) to [recruitment.northamerica@dfat.gov.au](mailto:recruitment.northamerica@dfat.gov.au)**

**Late or incomplete applications will not be taken into consideration.**

We thank all applicants for their interest; however only those selected for an interview will be contacted. The Permanent Mission of Australia to the United Nations - New York and the Australian Consulate-General - New York are committed to protecting the privacy of your personal information. Information provided will be used for recruitment and employment purposes only.

## ATTACHMENT A Employment & Qualification Background

### 1. Personal Particulars

	Surname	Given Name(s)
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Contact Details – address, telephone contact details, email address

### 2. Current Employment

Month/Year Commenced	Employer	Position

### 3. Previous Positions Held (including movement within an organisation)

Month/Year Commenced	Month/Year Finished	Employer	Position	Level

### 4. Academic Qualifications

Year Received	Qualification	Institution

### 5. Languages

	Proficiency Level

### 6. Other e.g. Awards, Academic Appointments, Publications, Professional Associations, etc

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**ATTACHEMENT C Referee contacts**

Please provide the names and details of two referees whom the Consulate can contact if you are short listed for the interview.

**Referee 1**

Full name of Referee:	Relation to Applicant (employer/supervisor):
Occupation (Position and company):	Phone:
Email:	

**Referee 2**

Full name of Referee:	Relation to Applicant (employer/supervisor):
Occupation (Position and company):	Phone:
Email:	

**ATTACHMENT D Equity and Diversity Data Sheet**

The Australian Consulate-General is committed to providing a fair, flexible, safe and rewarding workplace and actively encourages a working environment that is free from harassment and discrimination. The Consulate recognises diversity and the benefits associated with building a workforce that reflects this diversity.

Measures are taken to eliminate employment-related disadvantages on the basis of gender, race or ethnicity, or physical or intellectual disability. To ensure these measures are effective, statistical information about the employment of people in these groups is required. You are not obliged to complete this form, however, by doing so you will help ensure the data collected reveals an accurate reflection of the diversity of our workforce.

<b>Gender:</b>	M	F
<b>Are you a US citizen:</b>	Yes	No
<b>Are you an Australian citizen:</b>	Yes	No
<b>Were you born in Australia:</b>	Yes	No
<b>If you are not an Australian or US citizen, what is your nationality? .....</b>		
<b>Is English your first language:</b>	Yes	No
<b>Do you have a disability?</b>	Yes	No
<b>(Note: Please indicate below any special requirements you may have at interview.)</b>		
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*NOTE: In accordance with the Commonwealth Privacy Act, these details will not be disclosed to other agencies, persons or organisations. Composite statistical data will be used for reporting purposes only.*