

LES Position Description

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	VT020
POSITION TITLE	Head of Mission Personal Assistant
CLASSIFICATION	LE4
SECTION	HOM Office
REPORTS TO (TITLE)	Head of Mission (Ambassador)

About The Department of Foreign Affairs and Trade (Amend for each agency)

The role of the Department of Foreign Affairs and Trade (DFAT) is 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 direction manage the office of the Head of Mission (HOM), including the coordination between HOM and other agencies.

Key responsibilities of the position include but are not limited to:

- Manage HOM's office and diary of appointments. Arrange and coordinate all telephone calls, appointments and official engagements for HOM in conjunction with relevant sections
- Provide reception duties for visitors to the office of the HOM and provide refreshments as necessary
- Provide liaison duties for the HOM with other Embassies, Government Ministries, Lao People's Revolutionary Party organisations, NGOs, private sector and other organisations
- Build rapport and maintain stakeholder relationships with counterpart PAs and EAs in senior government agencies
- Undertake minor research tasks
- Provide HOM advice on protocol and local custom requirements for official duties.
- Provide HOM advice on appropriate gifts for official representation, including working with HOM to maintain a stock of suitable gifts and wine for representation purposes.
- Prepare guests lists, invitation cards, place cards etc. for functions hosted by the HOM
- Liaise with HOM residential staff and HOM driver on matters relating to HOM program, catering and official entertainment. Coordinate delivery of invitations and collection of RSVPs
- Coordinate local and international travel arrangements for HOM. Advise Canberra by cable on HOM absences
- Coordinate the sending of HOM Christmas cards including assisting with the printing of cards
- Prepare the representation allowances return for the HOM
- Undertake keyboard duties, draft correspondence, as required
- Maintain filing system for the Office of the HOM in EDRMS, bio-data database (including, photos) and contact lists

- Assist in creating new vendor(s) in SAP
- Acquit HOM's credit card in SAP
- Backup to partially authorise electronic banking transactions.

Required Qualifications/Experience/Knowledge/Skills

- Proficiency in oral and written communication in English and Lao
- Ability to work effectively in teams with adaptability and responsiveness
- Strong stakeholder management skills
- Relevant experience/qualification desirable.