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| **Agency** | DFAT |
| **Position number** | PPDFAT26 |
| **Title** | Executive Assistant to HOM |
| **Classification** | Expatriate Position |
| **Section** | Political/Economic Section |
| **Reports to (title)** | Ambassador (Head of Mission) |

## About the Department of Foreign Affairs and Trade (DFAT)

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**

The Executive Assistant to the HOM supports the Head of Mission (HOM) through management of the HOM’s schedule, travel, contacts and administration, including the coordination between HOM and attached agencies.

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

* Manage the HOMs schedule including providing administrative support to the HOM, maintain daily program, arrange and coordinate all telephone calls, appointments and official engagements for the HOM in consultation with the relevant Embassy section and drivers.
* Liaise with host government and private sector organisations on behalf of the HOM including arrangement of appointments for senior visitors.
* Provide reception duties for visitors to the office of the HOM and provide refreshments as necessary.
* Prepare and coordinate guest lists, invitations, place cards for official events and functions, and liaise with Residence staff as required.
* Prepare and maintain records of HOM representation fund expenditure.
* Maintain a contacts database for HOM.
* Coordinate HOM travel arrangements and arrange briefing as necessary.
* Prepare draft correspondence for the HOM and Political/Economic section.
* Assist with visits by senior Australian officials and Ministers.
* Ensure office machines are properly maintained.
* Supervise official visitors, tradesmen and cleaners in the Political/Economic section.
* Maintain stationery supplies for HOM and Political/Economic section.

**Essential**

This position is a Designated Security Assessment Position (DSAP). The occupant will need to obtain and maintain an Australian security clearance.