

## LES Position Description

<b>AGENCY</b>	Australian Federal Police (AFP)
<b>POSITION NUMBER</b>	VT304
<b>POSITION TITLE</b>	Senior Assistant
<b>CLASSIFICATION</b>	LE5
<b>SECTION</b>	Australian Federal Police (AFP)
<b>REPORTS TO (TITLE)</b>	Counsellor (AFP Senior Officer) Vientiane and Yangon

### About the Australian Federal Police

The Australian Federal Police (AFP) is Australia's national policing agency whose role is to protect Australians and Australia's interests. The AFP prevents and disrupts threats to lives, livelihoods and Australia's way of life here and overseas.

As Australia's international law enforcement agency, the AFP coordinates all engagements with the foreign law enforcement community. The AFP collaborates with international law enforcement agencies to drive investigations and collect and exchange information to support domestic and international law enforcement efforts.

The AFP works together to help build the ability of international law enforcement agencies to combat crime that crosses international borders (transnational crime) and promote regional stability.

### About the position

Working with general direction, the Senior Assistant oversees and organises the overall AFP relationship and engagement with the Lao PDR Ministry of Public Security (MPS) and coordinates AFP Cooperation Programs (ACP) in Laos. The position coordinates high-level engagement and activities, produces reports, provides technical and policy advice on diplomatic relations, and represents AFP to internal and external stakeholders.

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

- Manage and coordinate the AFP operational engagement in Laos.
- Manage and supervise various activities and programs relating to ACP.
- Build, maintain and actively engage with internal and external stakeholders including government officials, private sector representatives, international and regional organisations.
- Coordinate and advise on MPS participation in various capacity building programs.
- Plan and manage incoming and outgoing delegations, including but not limited to, ministerial visits, high-level dialogues, routine visits and deployments.
- Conduct research and analysis on Public Security issues and provide technical and policy advice.

- Prepare clear and concise written materials including briefings, correspondence, proposals, presentations, speeches, media releases, social media posts and meeting minutes to inform activity progress, emerging issues and key risks.
  - Provide expertise and technical knowledge to the Counsellor, including translating and interpreting support as required.

#### **Qualifications/Experience**

- Extensive experience liaising with Laos MPS Departments.
- Very good written and oral skills in English and Lao.
- Experience writing reports for management.
- Strong knowledge of computer applications and strong computer literacy skills.
- Tertiary qualification in law, international relations, justice administration or related field and relevant experience in law enforcement is desirable. Background in law enforcement is highly desirable.

## Application Instructions

### Required Documents for Submission:

- Your resume. Your resume should be **no more than three pages** and should include **the contact details of two professional referees**
- A written **statement of purpose**. Your statement of purpose should be **no more than 1000 words** and it should summarise your motivation in seeking the position as well as demonstrate your capacity to fulfil the job's responsibilities
- Do not include copies of certificates or referee reports with your application.

Applications must be submitted by Thursday, 29 January 2026 at 5:30 PM.

Applications can be sent by email: [HR.Vientiane@dfat.gov.au](mailto:HR.Vientiane@dfat.gov.au)

The Australian Embassy is an equal opportunity employer; all applicants will be considered on their merits and only shortlisted applicants will be contacted.

Applicants who are ranked suitable by the selection panel will be placed on an eligibility list for 18 months and may be considered for similar vacancies within this period.

## Other Eligibility & Requirements

All employees at the Australian Embassy are subject to satisfactory medical and security vetting. Applicants must be able to work as a locally engaged staff member at a diplomatic mission, possess a valid passport and a driver's license or be able to obtain a valid passport and a driver's license, and be willing to travel within Laos, regionally and internationally as required.