Australian High Commission, South Africa

Vacancy – Head of Mission Executive Assistant

The Australian High Commission in Pretoria invites applicants to apply for a locally engaged Head of Mission Executive Assistant for the Department of Foreign Affairs and Trade.

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, the Executive Assistant to the Head of Mission (HOM) ensures the efficient and effective running of the HOM office to support the development and implementation of political, economic and development policies and programs to promote Australian interests in the Australian High Commission's countries of accreditation.
Depending on your position, you may be required to undergo additional security and background checks and undertake specific Child Protection e-learning.

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

- Manage and coordinate HOM's calendar, including managing appointments; preparing correspondence; arranging travel, including the HOM driver; and maintaining relevant financial and administrative records, including representation returns
- Prepare and disseminate advice regarding High Commissioner movements, leave and official travel to relevant stakeholders.
- Managing official HOM functions and receptions as the HOM social secretary including the management of the High Commissioner's representation budget, hospitality activities and gift register, ensuring reporting and acquittal requirements are completed in accordance with departmental policies and procedures.
- Develop and maintain productive working relationships with internal and external stakeholders, including South African Government representatives, diplomatic missions, partner organisations and members of the public, to facilitate the High Commissioner's programme and official activities.
- Managing post's contacts database and responding to routine requests for information from internal and external stakeholders, including answering telephones and responding to visitor enquiries
- Providing support to arrange visits by Australian Ministers and officials

- Provide administrative support to the Political, Economic and Development Section, including coordinating travel arrangements and assisting with the organisation of functions, where possible.
- Providing support to draft and send third person notes and correspondence for members of the Political, Economic and Development Section, where possible
- Providing support to ensure that post develops and implements political, economic and development policies and programs to a high standard, fulfilling post's economic diplomacy and public diplomacy objectives, and complying with DFAT guidelines

Qualifications/Experience

- Relevant qualifications or experience in secretariat and/or office management
- Demonstrated experience providing high-level executive or administrative support in a complex and fast-paced environment.
- Demonstrated ability to independently manage competing priorities, meet deadlines and handle sensitive matters with discretion.
- Demonstrated ability to establish and maintain productive working relationships with internal and external stakeholders.
- Excellent written and verbal communication skills in English
- High level of initiative, flexibility, sound judgement and problem-solving capability.
- Strong organisational skills, attention to detail and the ability to work effectively under pressure.
- Demonstrated ability to work collaboratively in a diverse and multicultural team environment.
- Demonstrated proficiency in Microsoft Office Suite applications.

Package and remuneration

The successful applicant will be employed at the Locally Engaged LE4 salary level range of ZAR **458 400.00 – 536 244.00** per annum and in accordance with the LES Terms and Conditions 2021.

Application Guidelines

To apply for the Head of Mission Executive Assistant position, **you will need to address the key responsibilities and qualifications/experience in a 500-word pitch**. The panel will not assess responses that exceed the word limit. Drawing on your prior experience, please provide **examples** of where you have demonstrated the required competencies or transferable skills.

You will also need to upload your **curriculum vitae (CV, no more than two pages)** outlining your professional and academic background. Your CV should include the names and contact details of **two professional referees** who can validate and support your application.

Applications that do not include a CV and/or address the key responsibilities and qualifications/experience will not be considered.

Applicants are required to hold South African citizenship, permanent residency, or the requisite work permit for South Africa.

Only shortlisted candidates will be contacted for an interview. If you have not received any communication from the Human Resources Section of the Australian High Commission within four weeks after the close of applications, please consider your application unsuccessful. Thank you for your understanding and interest in working at the Australian High Commission in Pretoria.

Applications must be submitted through the Australian High Commissions' official link: **Department of Foreign Affairs and Trade – Head of Mission Executive Assistant PN: PRET006 – LE4** – by **11.30 pm Pretoria time on 02 December 2026**