

Australian High Commission in Pretoria

Vacancy – G20 – Visit Logistics and Administration Officer

(12-Month Fixed Contract Position)

The Australian High Commission in Pretoria invites applicants to apply for a locally-engaged position as a G20 – Visit Logistics and Administration Officer for the Department of Foreign Affairs and Trade.

APPLICANTS NEED TO SUPPLY A CURRICULUM VITAE AND 500-WORD PITCH ADDRESSING THE KEY RESPONSIBILITIES, QUALIFICATIONS, EXPERIENCE, KNOWLEDGE, SKILLS FOUND IN THE JOB DESCRIPTION BELOW. Drawing on your skills and experience, please provide **examples** of where you have demonstrated the required competencies or transferable skills.

APPLICATIONS WHICH DO NOT ADDRESS THE SELECTION CRITERIA WILL NOT BE CONSIDERED.

The Department of Foreign Affairs and Trade (DFAT) advances 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.

The Australian High Commission is Australia's diplomatic representation in South Africa.

About the position

The G20 Visit Logistics and Administration Officer is responsible for providing high-quality corporate enabling services during South Africa's presidency of the G20. The officer will support high-level visits throughout the G20 year in multiple cities across South Africa. This is a senior position at the High Commission working under limited direction to the First Secretary – G20 Corporate Support, the position will manage contracts with various service providers and will assist the team with other duties as required.

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

- Develop and strengthen stakeholder relationships, negotiate and liaise within government, the private sector, academia and civil society to support ministerial and other official visits.
- Represent and actively promote Australia's interests at meetings and provide advice- and guidance- to inform decision makers -and ensure successful outcomes.
- Coordinate programs and assist with briefing materials for ministerial and other official visits.
- Arrange accommodation, transport, ICT and facilitate host-government protocol for ministerial and other official visits.
- Assist with arrangements for temporary office setup, ICT, and staffing support.
- Provide interpretation services as required.
- Monitor G20 budgets, report on expenditure and facilitate and reconcile payments.
- Support simple and complex procurement and purchasing exercises and acquit corporate credit card in accordance with departmental guidelines.

Required Qualifications/Experience/Knowledge/Skills

- Relevant qualifications and/or at least four years' work- experience in a relevant field.
- Strong written and oral communication skills.
- Strong interpersonal skills and the ability to establish and maintain effective stakeholder relationships.
- High level of initiative and ability to work both independently and within a small team.
- Demonstrated leadership and management skills.
- An ability to prioritise and meet tight deadlines.
- An ability to administer budgets, undertake procurement and coordinate logistics and other operational skills.
- Driver's licence

This position will be required to travel domestically (i.e. within South Africa), including to remote locations, and work and be contactable outside of standard hours.

Package and remuneration

The successful applicant will be employed in a **non-on-going position for a fixed period of 12-months** at the LE5 salary level range of ZAR 615, 972 – 720 ,600 per annum and in accordance with the Locally Engaged Staff Terms and Conditions 2021. ***Should an internal applicant be successful in their application they will revert to their substantive position at the conclusion of the contract.*** This salary range is fixed and not negotiable.

Enquiries

For any enquiries related to the role or application process please e-mail hr.pretoria@dfat.gov.au

Application Guidelines

To apply for the G20 – Visit Logistics and Administration Officer position, **you will need to address the key responsibilities, qualifications, experience, knowledge, skills 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.

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

You will also need to send us your **curriculum vitae (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. You may be asked to submit copies of your qualifications.

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 by e-mail to hr.pretoria@dfat.gov.au with 'Application for G20 Visit Logistics and Administration Officer' as the subject line by **5.00 pm Pretoria time on 23 January 2025.**