

## **LE5 – Office Manager**

### **Job description**

- The Australian High Commission in Pretoria invites applications for a locally engaged Office Manager.
- There is one ongoing (permanent) position. A merit list of suitable candidates will be established and may be used to fill any future vacancies.
- Employment will be subject to having/acquiring an Australian Government NV1 security clearance which is required prior to commencing in the role.
- Applicants are required to hold Australian citizenship, and have the right to work in South Africa.

### **About the Australian Federal Police**

The Australian Federal Police (AFP) is a national police agency with the ability to combat transnational crime. The AFP has a unique international remit and collaborates closely with its partner agencies both in Australia and overseas to combat transnational crime.

### **Our ideal candidate**

The Department is looking for people who enjoy working in a rapidly evolving and diverse team environment. System and visa product training will be provided. Our ideal candidate therefore would:

- Contribute positively to the team environment and be solution focused
- Think critically and have good judgement
- Be resilient, agile, responsive and organised
- Have well developed communication and ICT skills
- Be accountable and transparent
- Promote our values and behaviours.

### **About the position**

The AFP Office Manager works to the AFP Senior Officer (SO). Under limited direction the AFP Office Manager will provide a range of administrative and financial services to support the operations of the AFP Liaison Office. The position provides advice and guidance on administrative matters to AFP officers, identifying and resolving issues as they emerge, and representing AFP at senior levels within the High Commission. The position is part time (2.5 days per week) and is based at the Australian High Commission in Pretoria, with occasional travel to other locations possibly required.

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

- Maintaining an awareness of key investigations, strategic and operational activities to enable accurate and timely communication with Australian law enforcement agencies and international law enforcement partners.
- Work autonomously in a small team environment in an efficient, time effective manner to manage and advise on office administration functions including but not limited to:
  - asset management, including purchasing, maintenance and disposal;
  - property management;
  - administrative and financial support including management and processing of financial claims and the review of monthly expenditure reports; and
  - contributing to AFP, Department of Foreign Affairs and Trade (DFAT) and whole of Australian Government reporting requirements.
- Ability to operate within AFP specialised ICT and reporting systems to maintain and update operational files and databases.

- Perform and report on open-source online research and undertake the coordination and/or implementation of projects, and contribute to strategic and business planning for management initiatives.
- Handle confidential and sensitive documents with high levels of confidentiality and privacy, including preparing sensitive correspondence on operational and policy issues on behalf of the SO.
- Manage AFP's obligations under the Head Arrangement and liaise with DFAT staff concerning the delivery of services.
- Implement projects and objectives, and contribute to strategic/business planning for management initiatives.
- Coordinate AFP travel or official visits programs including assisting with logistics, planning, budgeting, and liaising with other agencies and external providers.
- Manage and coordinate AFP representational activities and events, including coordinating guest lists and speakers, overseeing event set up, and identifying and taking forward representational opportunities gifts and funding requirements.
- Establish, develop and maintain strong working relationships with key AFP staff, Australian High Commission staff and external agency representatives.

#### **Required Qualifications/Experience/Knowledge/Skills**

- The applicant must be an Australian citizen who has the right to work in South Africa. A copy of the applicants' Australian passport and/or citizenship documents and the right to work permit/visa will need to be provided.
- The applicant must have an Australian Government security NV1 clearance (or the ability to obtain one).
  - If the applicant holds an Australian Government security clearance, please provide the clearance level, agency and dates. If the successful applicant does not hold a security clearance, the applicant will be required to obtain a clearance before being able to commence in the role.
- Demonstrated high standard of office management and administrative skills associated with running a small office. Proven organisational abilities and successful workload management practices in order to deliver in a high-pressured environment of tight deadlines and competing priorities.
- Ability to work independently, pro-actively and under pressure, set priorities, anticipate problems and allocate resources to provide timely solutions to issues.
- Sound financial and accounting skills are desirable, including the preparation, monitoring and reporting of budgets.
- Demonstrated ability to interpret and apply legislation and policy, including ability to make decisions on tasks with considerable complexity and sensitivity in accordance with regulations, policies, and procedures.
- Strong interpersonal skills and a strong commitment to client service principles and standards in order to support the day-to-day operations.
- Proficiency in using information management systems, electronic databases, and Microsoft Office programs including MS Excel, Word and PowerPoint applications, and the capacity to learn new systems.

#### *Desirable*

- Experience in an administrative environment.
- Proficiency in computer software applications including Microsoft Word and Excel, and the capacity to learn new systems.

#### **Package and remuneration**

There is one ongoing (permanent) position. A merit list of suitable candidates will be established and may be used to fill any future vacancies. Future vacancies may be filled as ongoing (permanent) or non-ongoing (fixed term temporary contract) positions. The successful applicant will be employed at the Locally Engaged level 5 (LE5) salary level range of ZAR 615,972.00 - 720,600.00 per annum and in accordance with the Locally Engaged Staff (LES) Terms and Conditions 2021.

### **Application Guidelines**

To apply for the Office Manager position, the applicant will need to submit a **'one page pitch'** that outlines:

- How your skills, knowledge, and experience are relevant to this role.
- Why you are interested in the role and what you can offer us.
- Specific examples or achievements that demonstrate your ability to perform the role.

Applicant response documents must be a minimum 11pt font in MSWord or PDF format. Include your full name in the document footer.

**Applications that do not include a 'one page pitch' will not be considered.**

**Applications that do not address the application guidelines by providing specific examples in their 'one page pitch' response will not be considered.**

Provide your Curriculum Vitae (CV) of no more than two pages, outlining your professional and academic background. Your CV should include the names and contact details of two recent professional referees who can validate and support your application.

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 interest in working at the Australian High Commission in Pretoria.

**Applications to be submitted to [hr.pretoria@dfat.gov.au](mailto:hr.pretoria@dfat.gov.au)**

**Closing date: 23 March 2025**