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| **Agency** | Department of Defence |
| **Position number** | 11585 |
| **Title** | Defence Office Manager |
| **Classification** | LE4 |
| **Section** | Defence |
| **Reports to (title)** | Defence Advisor South Pacific |

**About the Department of Defence**

The Australian Department of Defence works as part of Australia’s Whole-of-Government effort to support the development of key aspects of Tonga to support a stable and secure region. The Australian Department of Defence works primarily with His Majesty’s Armed Forces of Tonga (HMAF) to assist with development of Tonga’s military capability but also works with other parts of the Tongan government where Defence assistance will be of benefit. The work completed under these arrangements is called the Defence Cooperation Program (DCP) and is funded by the Australian Government. The DCP in Tonga includes five Australian Defence Force Members (including the Defence Attaché) permanently posted to Tonga to support the program. As the Defence Attaché is accredited to four countries the Defence Office Manager will provide support to ADF Staff in Samoa, Kiribati and Tuvalu in addition to Tonga.

## About the position

Under the general direction of the Defence Attaché, the Defence Office Manager provides financial, administrative, human resources and office management support to Defence staff. The Office Manager supervises one locally engaged staff (LES) member, and frequently liaises with a range of internal and external stakeholders at a range of meetings, conferences and seminars. At times, this position may be required to work outside of standard working hours.

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

* Coordinate and oversee the general administration of the Defence office, including the provision of financial, human resources, property and protocol services
* Provide executive, administrative and organisational support to the Defence Advisor and other Defence staff, including diary management, liaison with stakeholders and coordinating official engagements
* Supervise the work of the Defence Clerk including delegation of tasks and managing workload to achieve tasks with available resources
* Coordinate all aspects of official visits, including all logistical arrangements and program preparation, and provide support for visiting Australian Defence personnel
* Assist with the preparation and coordination of all official functions and events
* Arrange travel for internal and external stakeholders, including Australian Defence Members and Tongan Government officials, including the calculation of entitlements
* Undertake financial tasks, monitor the office budget, review expenditure, prepare financial reports/estimates, draft Fraud Assessment Risks and report on budget issues
* Prepare accounts for payment processing, undertake procurement duties, complete asset stocktakes and prepare the in-country Business Plan between financial years
* Prepare a range of correspondence including briefings, Third Person Notes, minutes, letters and policy documents, and maintain electronic databases including contact lists
* Prepare work entry visas applications and driver’s licences documentation for Defence staff
* Manage the administration of Defence personnel (both A-based and LES), provide guidance on human resource issues, record LES leave balances and process salary payments for domestic staff
* Assist with the organisation and supervision of repairs and/or replacement of fittings, fixtures and assets within the Defence residences
* Assist with routine security and maintenance inspections, and routine asset musters at Defence properties
* Prepare and collect all Defence vehicle log books, organise annual vehicle inspections and registrations, and book and facilitate routing vehicle servicing
* Drive official government vehicles when required for official duties
* Deliver documents to Customs and the Port Authority, and process diplomatic clearances through the Ministry of Foreign Affairs for visits by Defence aircraft and vessels

**Qualifications/Experience**

* Demonstrated professional/technical qualifications, knowledge or experience in accounting, office management or a related area
* Strong executive support and administration skills and experience
* Excellent written and oral communication skills in English and Tongan
* Proficiency in Microsoft Office software applications
* A current Drivers Licence, and the ability to maintain a clean driving record

**Selection Criteria**

* Superior presentation skills and attention to detail
* Well-developed liaison and negotiation skills, and the ability to establish and maintain productive working relationships
* Strong organisational skills, ability to handle and prioritise multiple tasks whilst maintaining attention to detail
* Demonstrated ability to work as a member of a small team

**Additional Requirement**

* Must be available from 19 to 26 October 2019 to attend a training course in Australia