

Agency	Defence
Position number	10487
Title	Assistant Defence Cooperation Program Coordinator
Classification	LE3
Division/Section	Manila Post
Position Duration	Short Term Contract from 1 February 2019 – 30 April 2019
Reports to	Defence Cooperation Program Coordinator

About the Department of Defence

The primary role of Defence is to defend Australia and its national interests against armed attack. In doing so, Defence serves the Government of the day and is accountable to the Commonwealth Parliament, which represents the Australian people to efficiently and effectively carry out the Government's defence policy. Australia's defence policy is founded on the principle of self-reliance in the direct defence of Australia, but with a capacity to do more where there are shared interests with partners and allies.

About the position

The Defence Section will have a short-term vacancy from 1 February 2019 until 30 April 2019.

Under the general direction of the DCP Coordinator, the Assistant Coordinator is responsible for providing administrative support to contribute to the effective and efficient delivery of the DCP. The Assistant DCP Coordinator also acts as the Executive Assistant to the Defence Attaché.

The key responsibilities include, but are not limited to:

- Act as Executive Assistant to the Defence Attaché Manila, including managing day-to-day program, travel arrangements and event management.
- Coordinate Australia-based staff travel requirements such as itineraries, flights, accommodation, incidentals and transport.
- Draft routine correspondence for the Defence Attaché.
- Provide wider administrative support to the Defence Section, including managing gift registries, drafting financial management authorities and event management.
- Contribute to the efficient and effective management of the Australian Defence Cooperation Program (DCP).
- Assist to process DCP nominations for Philippine students, ensuring complete nomination documents are forwarded to the appropriate Australian training authorities within specified timeframes.
- Conduct administration and pre-departure briefings for DCP students/scholars and arrange travel and visa requirements.
- Assist with relationship management of key stakeholders, liaise with DCP students/scholars, the Philippine Department of Defense and other Philippine agencies.

Selection Criteria (Qualifications/Experience)

- Tertiary qualification, preferably in a related field, (i.e., Foreign Service/Relations; Mass Communications; Social Sciences, etc.) (Mandatory).
- Excellent liaison/coordination, organisation and customer service skills (Mandatory).
- Very good English oral and written communication skills, and working knowledge of Filipino language (Mandatory).
- Proficient in Microsoft Office Software / Applications (Mandatory).
- Ability to work in a small team, without direct supervision (Mandatory).
- Experience working in an Embassy, Defence Department or a government agency (Desirable).