



## **Australian Embassy**

### **The Philippines**

## **Assistant Defence Cooperation Program Coordinator**

### **Department of Defence**

#### **Temporary Fixed Term LES vacancy for 3 months (commencing 1 February 2019)**

An exciting opportunity exists for a successful candidate to work as Assistant Defence Cooperation Program Coordinator in the Australian Embassy Manila for three (3) months. 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. Refer to the attached Position Description for further details.

#### **Terms and Conditions**

This is a temporary fixed term locally engaged position and not an Australian Public Service position. The position is on a full-time work assignment on a fixed term LES employment contract. Salary will be fixed at a monthly rate of Php 42,367.00 with applicable entitlements in the Manila LES Terms and Conditions.

#### **How to apply**

If you are interested in applying for the position, please email a maximum one page application addressing the selection criteria and outlining why you are the best person for the job. Applicants should also submit their recent curriculum vitae (resume), and the contact details of two work referees. The selection process will be strictly merit-based. Applications that do not address each selection criteria will not be considered.

Lodgement of applications and all position specific inquiries should be sent via email at [hrrhubmanilarecruitment@dfat.gov.au](mailto:hrrhubmanilarecruitment@dfat.gov.au) by **Thursday, 24 January 2019, 11:30pm (Manila time)**.

If you have not been requested to attend an interview within four weeks from the closing date, please assume that your application has not been successful. Only shortlisted applicants will be contacted.