

Executive Assistant and Events Manager – Phnom Penh – Jan 2025

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	PPDFAT26
POSITION TITLE	Executive Assistant to the Ambassador and Events Manager
CLASSIFICATION	LE4
REPORTS TO (TITLE)	Ambassador (Head of Mission)

About the Department of Foreign Affairs and Trade


The role of the Department of Foreign Affairs and Trade (DFAT) is to advance 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.

About the position

Under general supervision, the position provides high-level executive support to the Ambassador, including organising official events and functions and stakeholder, procurement, and budget management. The position liaises with a range of internal and external stakeholders pertaining to engagements with the Ambassador and contributes to the overall effectiveness of the Embassy's operations.

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

- Prepare and manage the Ambassador's program and schedule of appointments, including arranging official appointments, and provide reception duties for visitors of the Ambassador.
- Coordinate briefings, talking points, speeches, and draft correspondence.
- Lead, coordinate, and support the design, delivery and end-to-end logistics of official events and exhibitions, including managing the invitation lists and work health and safety risks of large-scale functions and representational events hosted by the Ambassador.
- Manage and be accountable for all financial aspects relating to the delivery of the Embassy's official functions and the Ambassador's representational events, including budgeting, procurement, contracts management and financial reporting.
- Develop and maintain relationships with key contacts in government and private sector organisations, including media and alumni of Australian institutions.
- In collaboration with relevant line areas, coordinate and organise the Ambassador's official international and domestic travel, including program briefs, transportation, logistics, venue and accommodation bookings, and all other necessary arrangements.
- Manage financial arrangements including the Ambassador's representation funds, travel and credit card acquittals and other accountability arrangements, including gifts and benefits registry and budget management and reporting.

- 
- Support with visit programs by senior Australian officials and Ministers.
 - Undertake special projects and other duties as required.

Required Qualifications/Experience

- Excellent negotiation and problem-solving skills, with a proven track record of effective stakeholder management skills, including the ability to liaise effectively with senior members of the Diplomatic community, government officials, and private sector partners.
- Proven ability to take initiative, work under pressure and prioritise competing tasks effectively – both independently and as a team member.
- Demonstrated experience in an administrative role involving tasks such as organising and coordinating visits, programs, and events, and handling of routine financial duties.
- Strong oral and written communication in English, excellent organisational and administrative skills, and attention to detail.
- A high level of personal drive and integrity and the ability to work flexibly and adapt to changing requirements.
- Demonstrated proficiency in Microsoft Office suite of applications and the ability to learn specialised software applications.
- Ideally hold or be eligible to apply for an Australian security classification at least at the Negative Vetting 1 level.