

## Resource Officer – Phnom Penh – July 2024

<b>AGENCY</b>	Department of Defence
<b>POSITION NUMBER</b>	PPDEF03
<b>POSITION TITLE</b>	Resource Officer
<b>CLASSIFICATION</b>	LE4
<b>SECTION</b>	Defence
<b>REPORTS TO (TITLE)</b>	Defence Office Manager

### About the Department of Defence

The role of the Department of Defence is to defend Australia and its national interests, promote security and stability in the world, and support the Australian community as directed by the Government. Defence also works with other Australian government agencies in Australia's pursuit of global, regional and bilateral interests.

### Defence Section Overview


The Phnom Penh Defence Section manages Defence's relationship with the Royal Cambodian Armed Forces (RCAF). The key role of the team is to manage the Defence Cooperation Program (DCP) whereby Australia supports the RCAF in areas including education and training, strategic policy development and maritime security.

### About the position

The Resource Officer reports to the Defence Office Manager for management of Defence Section's assets including audits and disposals as required. Under general direction, the Resource Officer manages all aspects relating to the coordination of visits by Australian Defence delegations to Cambodia and for Cambodian Defence delegations to Australia; organisation of travel and travel documentation for Defence section staff; act as Defence Section lead and RCAF's point of contact for major events; provide translation / interpretation services as required and undertaking driving duties when required.

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

- Manage the Defence Section and Defence Cooperation Program assets, including liaison with the RCAF College of Social Sciences and Languages (CSSL) IT and asset managers and conduct bi-annual audits of assets provided to CSSL.
- Maintain inventories and asset databases for Defence Section as well as Defence Attaché (DA) and Assistant Defence Attaché (ADA) residences; and arranging purchasing / procurement, maintenance, repair or disposal of assets in accordance with accountability requirements.
- Assist as required with financial administration including processing accounts payable and acquittals, managing petty cash, record keeping and reporting in accordance with financial regulations.
- Provide logistical support for official visits including Australian Defence delegations travelling to Cambodia and Cambodian delegates travelling to Australia.
- Organise and complete required documentations relating to travel for Section staff.
- Support ADA/DA in planning and coordinating all administrative aspects of Defence-sponsored events such as ship visits, and Anzac Day. Be the Defence Section lead and point of contact for



all administrative aspects of Defence-sponsored RCAF events and assist with contacting Cambodian counterparts to arrange meetings and other gatherings and facilitating communication between parties.

- Provide translation / interpretation for Defence Section members as required.
- Monitor RCAF news (including social media) and provide daily updates of key events.
- Delegate routine administrative tasks to the Administrative Assistant/Driver with DOM agreement and appropriate oversight.
- Act as second driver for Defence Section vehicles as required.

### **Required Qualifications/Experience**

- Demonstrated experience in an administrative role that is comparable to arranging visits, programs and events, and ability to perform routine finance duties.
- Strong written and oral communication skills in English and Khmer.
- Strong interpersonal skills, including the ability to develop and maintain a range of relevant contacts.
- Sound judgement, motivation, initiative, and self-management, with the ability to make recommendations, propose new ideas and take a positive approach to new or unfamiliar tasks.
- Proven ability to manage competing priorities and work as part of a team.
- Demonstrated experience using the Microsoft Office suite of applications and the ability to learn specialised software programs.