

Defence Office Manager – Phnom Penh – June 2022

AGENCY	Department of Defence
POSITION NUMBER	PPDEF01
POSITION TITLE	Defence Officer Manager
CLASSIFICATION	LE4
SECTION	Defence
REPORTS TO (TITLE)	Defence Cooperation Officer

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 Defence Office Manager is responsible for the effective and efficient running of the Defence Section office by undertaking a range of duties including providing advice to staff and management on a range of corporate and Defence section management matters. The position holds primary responsibility for finance functions, leads on compliance matters, drafts formal correspondence, and undertakes research and analysis. The position assists the Defence Attaché's public diplomacy efforts to promote a positive image of Australia and to strengthen our engagement with the RCAF. The position may require some driving.

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

- Provide advice to Defence Attaché and staff, and deliver a range of office manager services including, but not limited to, human resource management, budget management and reporting, procurement, and contract management.
- Oversee Defence Section office administration including file and database management, calendar management, military diplomatic clearance processes, administrative and financial governance, and correspondence.
- Manage the office and the DCP budgets including: providing budget estimates, monitoring of expenditure and the provision of reports.
- Liaise with Directorate of Attaché Overseas Management (DAOM) and ensure DAOM requirements are applied for position management, vehicle and asset management, fraud control and finance.
- Prepare and submit mandatory financial and governance returns, including but not limited to Fringe Benefits Tax returns, Vehicle Management Plan, and Fraud Control Plan and Risk Analysis.
- Manage Defence Section assets, including acquisition, maintenance, stocktaking, and disposal.

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- Exercise Financial Delegations in line with Government regulations and maintain accurate financial records, process requests for payments, travel documentation, financial variance and related reports as required
 - Undertake procurement, including sourcing and analysing quotes, price negotiation and managing contracts.
 - Provide administrative support to new Defence staff from Australia to facilitate their arrival and departure, including working closely with other Embassy staff for protocol clearances, schools, and arranging accommodation.
 - Work closely with the Embassy HR staff to coordinate recruitment, onboarding, induction, training and development for new starters. Develop and manage a training strategy and arrange ongoing training and development for existing staff and manage the performance management cycle.
 - Plan Defence Public Diplomacy opportunities and draft media articles and social media posts.
 - Organise functions, programs and and coordinate and assist with official visits as required.
 - Prepare a range of written correspondence and reports, including diplomatic clearance correspondence to authorise Australian military ship and aircraft visits/overflights, and briefings based on research and analysis.
 - Represent the Defence Section at official meetings, events, conferences and seminars, and report on outcomes.

Qualifications/Experience

- Demonstrated ability to develop professional stakeholder relationships at a working level – applying tact and diplomacy where necessary.
- Demonstrated ability to manage and lead a team, and to work with minimum supervision and maintain confidentiality.
- Written and oral language skills in English to a clear and professional standard, with the ability to draft high level correspondence.
- Demonstrated ability to set priorities, manage competing tasks and organise workloads to achieve outcomes and meet deadlines.
- Demonstrated ability to quickly learn regulations and complex processes, and apply them to the workplace.
- A high level of personal drive and integrity and the ability to work flexibly and adapt to changing requirements.
- Demonstrated experience with Australian Government standards and procedures, policies, and guidelines (highly desirable).