

Defence Cooperation Officer – Phnom Penh – June 2022

AGENCY	Department of Defence
POSITION NUMBER	PPDEF2
POSITION TITLE	Defence Cooperation Officer
CLASSIFICATION	LE5
SECTION	Defence
REPORTS TO (TITLE)	Defence Attaché

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 Cooperation Officer deals directly with the RCAF to progress the DCP. Under general direction, and within established procedures, legislation and policies, the Defence Cooperation Officer undertakes a range of duties including managing a team of locally engaged staff and providing oversight of the DCP. The position also conducts research and provides advice on aspects of the RCAF and may require some driving.

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

- Provide high level advice to the Defence Attaché (DA) and Defence Cooperation Education Officer (DCEO) on delivering Defence's objectives for Australia's relationship with Cambodia, including planning and implementing the DCP.
- Provide oversight of the DCP and support the Defence Cooperation Education Officer's (DCEO) management of DCP education and training through program administration, liaison and briefings.
- Build and maintain a wide network of contacts with key internal and external stakeholders, including Cambodian authorities and alumni, to further Defence objectives and capitalize on the Australian Government's Defence Cooperation investment.
- Conduct research and analysis on complex key issues, including significant changes in the Cambodian military organisation, units and individual position holders, to assist the DA and DCEO maintain situational awareness and inform decisions on achieving Defence objectives and the DCP.
- Prepare a range of written correspondence and reports, including reports and briefings based on research and analysis.
- Provide an accurate and high-level translation and document interpretation service from Khmer to English and English to Khmer to support Defence Section objectives.

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- Monitor and evaluate media and social media reports for issues relevant to Defence interests and provide advice to the DA
 - Represent and promote the interests of Australian at a range of forums, events and meetings and provide advice on Australian participation, operational and policy issues
 - Supervise and provide leadership, mentoring and development opportunities to a team of locally engaged staff.

Qualifications/Experience

- Demonstrated ability to develop professional stakeholder relationships at a working level – applying tact and diplomacy where necessary, including exercising good judgement in identifying and declaring potential conflicts of interest.
- Maturity and ability to deal appropriately and comfortably with senior officials of both Australia and Cambodia.
- Essential: written and oral language skills in English and Khmer to a clear and professional standard, with the ability to provide interpretation and translation, and 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.
- Demonstrated ability at building productive and cohesive relationships with colleagues, and an ability to mentor and guide others.
- A high level of personal drive and integrity and the ability to work flexibly and adapt to changing requirements.