



Australian High Commission Fiji

Defence Office Administrator, LE4

The Australian High Commission is seeking a suitably qualified and experienced person for the above position. The successful applicant will have experience in administrative and financial management, budget forecasting and planning, procurement and negotiating with internal and external stakeholders. The person will provide support to management and have strong ability to exercise good judgement and be able to work independently.

Under direction, the Defence Office Administrator provides administrative support to the Defence Office Manager. The role will also undertake driving duties when required.

The Application Form and the Candidate Pack including the Position Description are available at www.fiji.embassy.gov.au Applications including a **One Page Pitch** (enter this into the Application Form) and a resume, must be submitted by **4.00pm** on **Monday, 20 March 2023**, to ahcsuvavacancy@dfat.gov.au.

For further enquiries please call 3382211.

Late applications and those that do not include the One Page Pitch will not be considered.

Please Note: Applicants must be eligible to work in Fiji by virtue of citizenship or relevant work permit.