



**Australian Government**  
**AusAID**



# Candidate Information Pack

**Administrative Assistant  
OB 2 Level  
Dhaka Post**

**Opening Date: 03<sup>rd</sup> February 2013**

**Closing Date: 15:00 (Bangladesh time) 09<sup>th</sup> February 2013**

**Information online: [hr.ausaid@dfat.gov.au](mailto:hr.ausaid@dfat.gov.au)**

**General Enquiries to: Marielin Mridha, Finance and Administration Officer**

## Position Description

<b>Title</b>	Administrative Assistant
<b>Classification</b>	O-Based Level 2
<b>Post/Section</b>	South Asia Branch, Dhaka Post
<b>Reports to</b>	Finance and Administration Officer
<b>Security Clearance Level</b>	Not Applicable
<b>Location</b>	Dhaka, Bangladesh
<b>Job Type</b>	Non-Ongoing, Full-time

### About AusAID

The Australian Agency for International Development (AusAID) is the Australian Government agency responsible for managing Australia's overseas aid program. AusAID is an Executive Agency within the Foreign Affairs and Trade portfolio and reports to the Minister for Foreign Affairs.

### Objective

AusAID's objective is to help people overcome poverty. This serves Australia's national interests by promoting stability and prosperity both in our region and beyond. Australia is committed to the Millennium Development Goals, the internationally agreed targets for poverty reduction. AusAID's five strategic goals are:

- saving lives
- promoting opportunities for all
- sustainable economic development
- effective governance
- humanitarian and disaster response

AusAID's head office is in Canberra. AusAID also has representatives in 40 countries overseas.

For more information about AusAID visit [www.ausaid.gov.au](http://www.ausaid.gov.au).

### AusAID's people

The growing aid program and changing approaches to aid management means AusAID needs to ensure its workforce has strong capabilities in two critical areas. The first is in public policy, as required by a responsive, credible and effective public service agency. The second is in the core operations of the aid program, including designing, managing and delivering good quality aid and conducting effective aid policy dialogue. These two critical skill sets are not mutually exclusive. Underpinning both are the foundation skills required of all AusAID employees.

### About the Post

The Australian aid program in South Asia is in a new phase of expansion and reorientation, associated with the development of Country Strategies for all major programs and the anticipated growth of the global aid program. The South Asia Branch includes 4 Posts which support 6 country programs

(Bangladesh, Sri Lanka, Nepal, Bhutan, Maldives and India). In Canberra, this section is supported by a small team.

The Australian Government will provide approximately AUD\$100.50 million as development aid to Bangladesh in financial year 2012-13. The Bangladesh program is AusAID's largest program in South Asia. The key priority sectors are health, education, extreme poverty reduction and climate change. Bangladesh also has large scholarships and volunteers programs. AusAID's office in Bangladesh consists of 14 personnel.

### **About the role**

The Administrative Assistant is responsible primarily for providing support to the Finance and Administration Officer by undertaking designated administrative support services. This is a fixed term position for 12 months.

Key responsibilities include, but are not limited to, the following responsibilities:

- Assisting with all aspects of corporate record management, including systematic maintenance of hard and electronic filing system and archiving;
- Assisting with voucher preparation and checking;
- Assisting in managing the AusAID car pool;
- Providing support in managing the logistical arrangements for visits and travel;
- Administrative support for the Counsellor;
- Coordinating the office calendar;
- Maintaining stocks of stationery and office supplies;
- Responding to ad-hoc requests for support and assistance on administrative matters;
- Assisting program areas with administrative tasks, if and when required; and
- Other duties, if required, as requested by Senior Post Management.

### **Qualifications/Eligibility**

To be considered for this role, applicants must possess the following:

- Minimum graduate level educational qualifications in finance / management / social sciences from a reputable university;
- Minimum 1 to 2 years experience in working administration issues, preferably in a development organisation;
- Excellent English and Bengali communication skills and ability to work both independently as well as part of a multicultural team;
- Basic computer skills which includes Microsoft Office and email; and
- Ability to travel out of Dhaka and work non standard hours when work demands dictate
- Knowledge of the Australian Government's aid policy and programs.

## Application Form

Details of the position (Note: AusAID accepts applications ONLY in response to advertisements)										
Position Title										
Where did you see the position advertised?										
Your details										
First Name					Family Name					
Male/Female		Date of Birth				Telephone Contact no.				
Home Address										
Email Address										
Telephone Contact										
How should we contact you? (please tick <input type="checkbox"/> preference)						Telephone		Email		
Your level of education attained										
Please tick <input type="checkbox"/> the <b>highest</b> level of education you have completed										
Primary School		Middle School				High School			Post-secondary (e.g. technical certificate)	
								University (undergraduate)		
								University (post-graduate)		
Your level of experience attained										
Please tick <input type="checkbox"/> the job/s that best describes the work you have been involved in during your working career										
Finance			Administration			Project Management				
Human Resources			Logistics			Procurement				
Instructions										
Interested applicants should submit the following documents by <b>15:00 (Bangladesh time) on Saturday, 09<sup>th</sup> February 2013</b> . All documents must be in 12 points font size.										
<ul style="list-style-type: none"> <li>- A succinct cover letter of no more than 1 page;</li> <li>- AusAID Application Form;</li> <li>- A CV of no more than 2 pages; and</li> <li>- Names of three referees, of which one must be the current, direct supervisor. All referees must have had direct experience of quality of the applicant's work.</li> </ul>										
Please send applications to <b>hr.ausaid@dfat.gov.au</b> and clearly mention 'Administrative Assistant' in the subject line. All applications will be treated in strict confidence.										
AusAID is an equal opportunity employer and the selection will be based on merit. Only shortlisted candidates will be contacted.										