



AUSTRALIAN HIGH COMMISSION DHAKA

Vacancy – Security Adviser

Agency	Department of Foreign Affairs and Trade
Title	Security Adviser
Position number	PN20806
Classification	LE6 – annual salary range - BDT1,759,925 – 2,058,862 plus an expatriate loading for a suitably qualified candidate
Status	Temporary – 12 month contract
Closing date	Monday, 20 November, 2017

What we do

The Australian High Commission in Dhaka is responsible for advancing Australia’s interests in Bangladesh. We promote Australia, pursue our foreign policy, trade and security interests, and support Australian businesses in Bangladesh. The High Commission also provides consular, passport and notarial services to Australians in Bangladesh.

Who we are

We are a motivated and professional team with a wide variety of qualifications and backgrounds. We welcome people with private-sector experience. We value people with ideas, the ability to present them persuasively, and the drive and skill to see them adopted. We take pride in our reputation for acting with integrity and discretion.

What we are trying to achieve

We have a dedicated and professional workforce. Officers are highly skilled at their work, which includes developing and implementing policy, providing professional corporate management support and delivering high quality consular and passport assistance to Australian travellers.

The opportunity

The position is available to Australian citizens or foreign country nationals who could obtain a high level Australian security clearance. This position reports to the Post Security officer and manages all aspects of security. The position takes a lead role in the discussion, development, drafting and management of all security related policies and procedures for the mission, including liaison on security matters. The position also takes a lead role in providing coordinated management during an emergency response.

Our ideal candidate

We are seeking a motivated and experienced Security Adviser to provide advice to the High Commissioner on ensuring the security of the High Commission assets and personnel. The successful applicant must be an Australian national or a person who can obtain a high level Australian security clearance.

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

- Direct and manage the design, development and implementation of mission security plans
- Manage the contracted security company's contract, review their Standard Operating Procedures to ensure they meet DFAT's requirements, and conduct regular performance reviews to maintain service standards.
- Conduct security risk assessments and manage effective security services for the mission.
- Monitor and report on security incidents and developments in Bangladesh and provide advice on post security issues.
- Provide security briefings when required
- Maintain close liaison with the Australian Government and Security Adviser counterparts in Dhaka.
- Liaise with Bangladesh Police and security agencies, private companies and contractors involved in the provision of security services.
- Supervise, direct and manage the work of the Security Section.
- Oversee project management of approved physical security works.

Eligibility and other requirements

- Ability to hold and maintain an Australian Government security clearance is highly desirable given the liaison role required of this position.
- Familiarity and demonstrated experience in military, security or policing would be preferable.
- Ability to liaise effectively with Government security agencies and diplomatic missions.
- Detailed knowledge of local laws and procedures, or quick ability to gain this knowledge.
- Ability to form and maintain key relationships.
- Proven project and event management skills.
- Ability to work independently, set and meet deadlines, prioritise and work independently.

How to apply

Submit an application to hr.dhaka@dfat.gov.au by Monday, 20 November, 2017. As part of your application, you will need to provide:

- A two page CV
- A one page pitch to explain why you are the best person for the position (referees should be work-related and should include at least one current or recent supervisor)

Who to contact

For role specific information or application questions, please contact:

E-mail: hr.dhaka@dfat.gov.au

Phone: +8880 2 58813101-105 or +8880 171324 3805

Things to note

Locally Engaged Staff (LES) are expected to adhere to the LES Code of Conduct and employment principles in terms of performance and standards of behaviour.

The successful candidate will be required to complete a probity check prior to engagement and obtain an Australian security clearance.

Only applicants selected for interview will be contacted.

Diversity

We are committed to building a diverse workforce and to fostering a positive workplace where people treat each other and the community with respect. Our recruitment decisions are made on the basis of merit and we do not discriminate on the basis of race, colour, sex, sexual orientation, gender identity or intersex status, age, physical or mental disability, marital status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin. Our employees enjoy equity and fairness in the workplace, opportunities for professional development, and support to balance their work and private lives.