

## Locally Engaged Staff Position Description

<b>AGENCY</b>	Department of Foreign Affairs and Trade
<b>POSITION NUMBER</b>	002
<b>POSITION TITLE</b>	Executive Assistant, Visits and Protocol Officer
<b>CLASSIFICATION</b>	LE4
<b>SECTION</b>	Funafuti
<b>REPORTS TO</b>	Deputy High Commissioner

### About The Department of Foreign Affairs and Trade

The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high-quality overseas development program and helping Australian travellers and Australians overseas. The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional and bilateral interests.

Australia has a broad range of Official Development Assistance (ODA) programming with Tuvalu each year. Australia's development cooperation aims to support the Government of Tuvalu's priority development needs across a range of sectors, including economic governance, climate change, education, health, gender, scholarships, volunteers, and humanitarian. Australia's development cooperation is guided by [Australia's International Development Policy](#), the [Australia-Tuvalu Development Partnership Plan 2025-2030](#), and the [Falepili Union Treaty](#).

### About the position

Under the general direction of the Deputy High Commissioner, the Executive Assistant, Visits and Protocol Officer will provide comprehensive administrative, protocol, and event coordination support to the Australian High Commissioner and the Australian High Commission in Tuvalu. This role plays a key part in supporting effective diplomatic operations, facilitating engagement with Tuvaluan government and community stakeholders, and ensuring compliance with DFAT standards and protocols.

### Key responsibilities of the position include but are not limited to:

- Provide day-to-day administrative support to the Australian High Commissioner, including maintaining calendars, scheduling meetings, and managing appointments.
- Arrange and manage hospitality for senior level meetings in consultation with other High Commission staff.
- Assist with organising travel arrangements for the Australian High Commissioner and other High Commission staff, following established DFAT processes.
- Support the planning and coordination of visits, meetings, and official events, including procurement, preparing venues and materials.
- Undertake minor research tasks and provide HOM advice on protocol and local custom requirements. Assist with protocol arrangements by ensuring established procedures are followed during ceremonies, receptions, and official functions.



- Receive, register, track, and dispatch Third Person Notes (TPNs), and assist with drafting under supervision.
- Draft and format routine correspondence, briefing material, and meeting documentation, using approved templates and guidance.
- Liaise with Canberra, Government of Tuvalu officials, community representatives, and partners on routine administrative and coordination matters.
- Support HOM and the broader post with routine financial processes
- Maintain and update contact lists for government and official stakeholders and act as a backup for certain functions of the Office Manager.

#### Required Qualifications/Experience/Knowledge/Skills

- Demonstrated experience in providing high level support to senior executives and event coordination.
- Strong organisational skills, attention to detail and the ability to work well under pressure and manage competing priorities with limited supervision.
- Strong verbal and written communication skills in English and Tuvaluan, and an ability to communicate effectively with a diverse range of stakeholders.
- Proven ability to work collaboratively in a team.
- Strong computer literacy and proficiency in Microsoft Office applications; and a good working knowledge of social media platforms is also desirable.
- Knowledge of the Tuvalu government and community networks is desirable.
- Must hold a valid licence to operate a motor vehicle in Tuvalu.

#### Selection Criteria

Please ensure you provide a response to each of the listed selection criteria below. In your response, you must include relevant high-level examples from your experience that support your claims against the role.

For more information on how to respond to selection criteria and using the STAR model to respond to selection criteria see: [3. Applying for an APS job: cracking the code | Australian Public Service Commission.](#)

The word limit is strictly 250 words per response to each selection criteria. The panel may not assess incomplete applications or responses which exceed the word limit.

- A. Strong communication skills in English and Tuvaluan, including effective written and oral skills.
- B. Knowledge and experience in executive support, event management, protocol or government administration.
- C. Strong organisational skills and the ability to work under pressure and manage priorities.
- D. Excellent interpersonal skills, with the ability to develop and support productive working relationships with stakeholders.