

POSITION VACANT

Australian Embassy Kuwait

Executive Assistant to the Ambassador

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 aid 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.

About the position

Under limited supervision the Executive Assistant to the Ambassador provides high level executive support for the Ambassador at the Australian Embassy in Kuwait. This position also contributes to and manages the organisation of official events and functions, along with assistance for visiting officials. The Executive Assistant position provides back up to the Public Diplomacy Officer. This position may be required to work outside of normal business hours, including weekends.

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

- Provide executive, organisational and administrative support to the Ambassador
- Prepare and provide routine research, future event monitoring, briefing materials, and correspondence
- Prepare and manage the Ambassador's program and schedule of meetings, including arranging official appointments, receiving and escorting official visitors
- Manage and coordinate travel arrangements, including financial and acquittal processes in accordance with departmental guidelines.
- Contribute to the planning and delivery of official visits by key dignitaries, delegations and overseas visitors
- Liaise with a wide range of external and internal stakeholders, including government and public officials, diplomatic missions, private sector and members of the public
- Develop, manage and maintain key contacts and relationships with internal and external stakeholders
- Organise representational functions at the Official Residence in collaboration with Residence staff, including invitations, guest lists, set up, catering, entertainment and technical support.
- Contribute to the planning and management of Embassy events and functions.
- Process payments, acquittals and maintain financial records for the Ambassador's representation allowance, reimbursements and advances in accordance with departmental guidelines.
- Perform other administrative duties and back up support as required

Required Qualifications/Experience/Knowledge/Skills

- Demonstrated experience providing high-level executive and administrative support.
- Strong organisational skills, attention to detail and an ability to multitask, manage competing priorities and meet tight deadlines.
- Excellent interpersonal skills and an ability to communicate effectively with a diverse range of people.
- High-level of initiative and ability to work independently within a small team.
- Strong capacity to exercise discretion and judgement
- Sound written and oral communication skills, with fluency in English and Arabic.
- Proficient in Microsoft Office software applications

Employment Conditions and Eligibility

The Embassy offers an attractive working environment and employment package. Our normal office hours are 8.00am to 4.00pm Sunday to Thursday. The Executive Assistant to Ambassador's base/starting salary is KWD 1,086.32 per month/KWD 13,035.84 per annum.

To be eligible for the position, you must be legally resident in Kuwait and complete local security checks.

Applicants must complete the Application Package – Executive Assistant to the Ambassador – May 2025. Late or incomplete submissions will not be considered.

Applications are to be addressed to the Human Resources Officer. Please send your application in English to HR.Kuwait@dfat.gov.au.

Closing date for applications is Thursday 15 May 2025.

Only shortlisted candidates will be contacted.