

Engagement Officer, International Engagement

Job Reference 2025-030 15013

Work Area International Engagement

Location National Office, ACT

Classification APS Level 5

Salary Range \$82,336 - \$90,234 plus 15.4% superannuation

Employment Type Ongoing, Full Time

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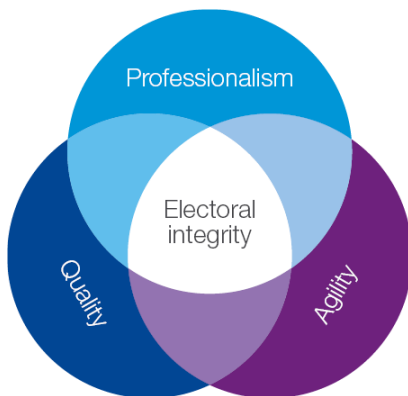
Due Date Sunday 16 February 2025, 11:59pm AEDT

The AEC

We run elections and referendums.

A federal election is one of the nation's largest, most complex and most scrutinised peacetime logistical events. It has tens of millions of moving parts and happens every three years or so on an unknown date. It takes a lot of detailed planning and this work contributes positively to Australian democracy, culminating in landmark events in the national consciousness.

In between elections there can be by-elections and/or referendums, there will be industrial elections and ballots, we maintain the electoral roll, we help draw electoral boundaries, we administer the financial disclosure scheme and much more.



It's complex, challenging and rewarding – and the Australian Electoral Commission (AEC) is the independent statutory authority established by the Australian Federal Government to perform this crucial work.

Our strategic focus of electoral integrity is achieved through our values of *Quality, Agility and Professionalism*. *These aren't just words to us – we live these values in order to continue to deliver trusted electoral event results for Australian voters.*

What we offer

We understand the importance of balancing your work and personal life. We help our employees with this through a range of flexible working options and ensuring a supported environment. To assist our people, the AEC provides a suite of comprehensive and holistic employee assistance and wellbeing programs.

We offer our people career development through a range of learning and development opportunities and a study assistance program.

We want our workforce to reflect the diversity of the Australian community. We have supportive diversity networks across the agency. We value the unique qualities, attributes, skills and experiences held by our people.

As an AEC employee you will have access to purchased leave, a paid Christmas/new year shutdown period, competitive pay and conditions including a generous 15.4% superannuation contribution, access to the Employee Assistance program for you and your family and free annual flu vaccination program.

We are conveniently located in Canberra's city centre, situated close to public transport, gyms, restaurants and retail shops.

The Team

The International Engagement (IE) section provides a broad range of services to support the AEC's international partnerships and programs.

IE works in partnership with electoral management bodies (EMBs) in the Indo-Pacific region, supporting them to deliver elections and building their technical capacity. The AEC is committed to assisting EMBs in our region as part of our broader remit to defend democracy. Section 7(1)(fa) of the Commonwealth Electoral Act 1918 directs the AEC to provide international assistance in matters relating to elections and referendums.

The AEC's electoral assistance programs are built on requests for assistance from partner EMBs and are funded by the Department of Foreign Affairs and Trade (DFAT) through Australia's international development program.

The Opportunity

We are looking for a dynamic, collaborative, self-motivated and details-oriented professional to fill a position in the International Engagement section.

As an Engagement Officer, you will support the day-to-day management of matters which includes election and referendum assistance to foreign countries or organisations, support on democratic reform agendas, particularly in developing democracies and program management. You will manage international deployments, visiting delegations, and other duties as required. On occasion, travel and work outside of standard business hours may be a required component of the role.

You will be responsible for undertaking work that is moderately complex and/or sensitive in nature, under limited direction, utilising knowledge of the above area. This role contributes to and performs matters relating to electoral support programs implemented by the AEC ensuring that appropriate

governance arrangements are in place to support program accountability, compliance, risk management and reporting.

You will also be expected to undertake procedural, financial and administrative tasks to support the section as well as participate in section planning for short term tasks and contribute to strategic planning for longer term initiatives.

To excel you'll have:

- Ability to use verbal, written and interpersonal communication skills effectively while responding to the needs of a variety of audiences.
- Demonstrated ability to engage effectively with a diverse range of internal and external stakeholders.
- Demonstrated ability to set priorities, pay attention to detail, and deliver quality and accurate results on time.
- Ability to take initiative in the workplace and utilise sound judgement to balance competing priorities.
- A proven commitment to working harmoniously within a team to achieve positive results.

Desirable

- Relevant tertiary qualifications in international services, public administration or similar and/or practical experience working in development, including in-country experience.
- Understanding of the complexities of working in cross-cultural environments.
- Knowledge of, or ability to quickly gain knowledge of, the Commonwealth Resource Framework.

Apply now

[Engagement Officer, International Engagement - Vacancy Details – AEC Jobs](#)

The AEC is committed to creating a diverse environment and is proud to be an equal opportunity employer.

You will need to provide:

- an up-to-date resume (two pages maximum)
- a two-page pitch outlining how your skills, knowledge, experience, and qualifications make you the best person for this opportunity.

All applications for this role must be submitted through the AEC jobs portal link listed above prior to the closing date.

RecruitAbility

This scheme aims to attract and develop applicants with disability and also facilitate cultural changes in selection panels and agency recruitment.

If you are a person living with disability and opt into the scheme; you are required to declare you have disability; and must meet the minimum requirements of this vacancy. Once these requirements are met, you are advanced to a further stage in the selection process. Merit remains the basis for engagement and promotion.

You do not need to provide further information about your disability.

For further information visit the [APSC website](#).

Australian Citizenship

All positions in the AEC require employees to be Australian citizens and is a condition of engagement.

Information on Australian citizenship including how to obtain evidence of Australian citizenship is available from the [Department of Home Affairs](#).

Politically Sensitive Position

It is an inherent requirement of employment at the AEC that employees must be, and must be seen to be, impartial and politically neutral. Any person who is active in political affairs or referendum issues, may compromise the strict neutrality of the AEC and will be ineligible for employment with the AEC. This requirement is outlined in the AEC Enterprise Agreement and Political Neutrality Policy.

Security Requirements

Some positions may require an applicant to gain and maintain a security clearance in addition to pre-employment screening.

Pre employment screening includes a check on police records, identity checks and political neutrality checks. Assessments to uphold suitability form part of all positions at the AEC.

For more information, please see the [Australian Government Protective Security Policy Framework](#).

Merit Pool

Candidates who are found suitable but not offered a position may be placed in a merit pool for up to 18 months from the date of advertisement. The AEC and other APS agencies may use merit pools to fill future similar vacancies.