



Australian High Commission

Fiji

Join Our Team – Security Manager

Are you a dynamic leader with a passion for security management?

The Australian High Commission is looking for a **highly motivated Security Manager** (LE5) to lead our dedicated team in delivering top-notch security services. This position is offered as a fixed term, up to a maximum period of three years.

What You'll Do

- **Lead and Inspire:** Manage a small, dedicated team to ensure the effective delivery of security services.
- **Strategic Adviser:** Provide evidence-based advice on security risks, vulnerabilities and opportunities.
- **Comprehensive Management:** Oversee the physical security of the High Commission and staff residences, conduct risk assessments, investigations, and security inspections.
- **Training and Development:** Deliver training and briefings to staff and visitors.
- **Budget and Contracts:** Manage the security budget, guarding contracts, procurement, and maintenance of security infrastructure.
- **Compliance:** Ensure adherence to the Australian Government's Protective Security Policy Framework and DFAT's Security Framework.

What We're Looking For

- **Experienced Leader:** Proven experience in managing security guards, contracts and contemporary security practices.
- **Financial Savvy:** Strong financial, procurement and contract management skills.
- **Team Player:** Ability to lead and inspire a team effectively.

Eligibility Requirements

You must:

- have, or be able to obtain, an Australian Government security clearance (Negative Vetting Level 1)
- be a citizen of Australia, Canada, New Zealand, the United States of America or the United Kingdom
- hold a relevant work permit to work at a diplomatic mission in Fiji.

How to Apply

- Visit www.fiji.embassy.gov.au to access the application form and candidate pack, including the position description.
- Submit your application, including a one-page pitch (enter this into the application form) and a resume, by **4.00pm on 5 May 2025** to ahcsuvavacancy@dfat.gov.au.

For further enquiries, please call 338 2211.

Important: Late applications and applications that do not include the one-page pitch will not be considered. Candidates must be eligible to work in Fiji by virtue of citizenship or relevant work permit.