

# **Selection Documentation**

## **Linguist Officer APS Levels 4, 5 and 6**

**(North Asian, South-East Asian, Pacific and Middle Eastern languages)**

**\$83,791 - \$115,550 plus superannuation, plus language proficiency allowance (subject to the completion of a language proficiency examination)**

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ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

These positions are Canberra based, with conditions of service similar to those in the Australian Public Service, including superannuation. (The successful candidate will be required to obtain and maintain the highest level security clearance and Australian citizenship.)

In addition to current vacancies, successful applicants through this process will be placed in a merit pool which may be utilised to fill future vacancies over the next 12 months.

### **Role**

As a linguist working in a multi-disciplinary team, your primary role will be the translation of a range of intelligence material from a foreign language into English. You will report to a team leader and work closely with other geographic and thematic teams, including staff posted overseas. We are looking to recruit full-time and part-time linguists with expertise in the languages indicated from the following regions:

- North Asia – Japanese, Korean, Mandarin Chinese
- South-East Asia – Burmese, Indonesian, Malay, Tagalog, Thai, Vietnamese
- Pacific – Bislama, Tok Pisin
- Middle East - Arabic

### **Key Responsibilities and Tasks**

The following is an overview of key responsibilities and tasks:

- Conduct research and critical analysis of a range of material;
- Translate and produce reports from a range of source material;
- Maintain a high level of country-specific subject matter expertise, which may involve participating in customer discussions and liaison meetings;
- Develop personal capability by maintaining and improving language skills;
- Develop and maintain significant customer and stakeholder relationships;
- Be prepared to travel and work overseas as required; and
- Team member responsibilities, including contributing to a positive work environment.

### **Education, qualification and experience requirements**

The following education, qualifications and/or experience will be highly regarded:

- Qualifications in the target language (DFAT or Defence language proficiency certification; NAATI; university degree, etc.), both current and historical;
- Native or near-native language ability in the target language;
- High-level English writing and speaking skills;

- Demonstrated high-level translation and communication skills;
- Demonstrated understating of cultural and social sensitivities;
- Experience and understanding of living/working in-country; and
- Experience in providing interpreting and translation duties.

## **CAPABILITIES**

Candidates are not required to provide a separate written response to the Integrated Leadership System (ILS) capabilities listed below, however, candidates are encouraged to consider the capabilities in preparing their application, as each candidate will be assessed on their ability to demonstrate behaviours aligned to the capabilities for the position.

For more information on the ILS, tips on applying for jobs in the Public Service, go to the APSC website found at [www.apsc.gov.au](http://www.apsc.gov.au).

### **Supports Strategic Direction**

- Supports shared purpose and direction;
- Thinks strategically;
- Harnesses information and opportunities; and
- Shows judgement, intelligence and common sense.

### **Achieves Results**

- Identifies and uses resources wisely;
- Applies and builds professional expertise;
- Responds positively to change; and
- Takes responsibility for managing work projects to achieve results.

### **Supports Productive Working Relationships**

- Nurtures internal and external relationships;
- Listens to, understands and recognises the needs of others;
- Values individual differences and diversity; and
- Shares learning and supports others.

### **Displays Personal Drive and Integrity**

- Demonstrates public service professionalism and probity;
- Engages with risk and shows personal courage;
- Commits to action;
- Promotes and adopts a positive and balanced approach to work; and
- Demonstrates self-awareness and a commitment to personal development.

### **Communicates with Influence**

- Communicates clearly;
- Listens, understands and adapts to audience; and
- Negotiates confidently.

### **Job Specific requirements**

- Demonstrated experience and education relevant to the role.

## **APPLICANT INSTRUCTIONS**

**To APPLY, please submit an application ONLINE via the website.**

Candidates will be required to submit a maximum 800 word pitch outlining their skills and experience for the role on offer along with a comprehensive resume detailing their work history. As part of the response, please indicate the language/s you are proficient in and the level you are applying for, and why you think this is the job for you!

**APPLICATIONS CLOSE: Applications will be accepted from Friday 30 July 2021 and will close Monday 16 August 2021.**

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### **What Happens Next?**

Please do not tell anyone about your application with our organisation at this stage of the process as doing so may harm your suitability for employment with us.

You may be contacted via SMS regarding the next stage of the process.

A merit list will be established for candidates who are suitable and will remain valid for a period of 12 months.

We thank you for the time and effort you have put into your application; however we are unfortunately unable to provide feedback to unsuccessful candidates.