



Australian Government
Department of Home Affairs

s. 22(1)(a)(ii)

Ref: s. 47E(c)

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s. 22(1)(a)(ii)@HOMEAFFAIRS.GOV.AU

DEPARTMENT OF HOME AFFAIRS – OFFER OF TEMPORARY REASSIGNMENT OF DUTIES – OVERSEAS POSTING – s. 47E(c)

Dear s. 22(1)(a)(ii)

Congratulations on your successful temporary reassignment of duties for an overseas posting within the Department of Home Affairs (Home Affairs). Your new duties will be assigned under section 25 of the *Public Service Act 1999* (Cth) (PS Act), and in accordance with the attached Notice of Temporary Reassignment of Duties.

I am pleased to advise your reassignment of duties as s. 47E(c)

Please read through the terms and conditions of this offer of reassignment of duties letter carefully. If you accept this offer of reassignment of duties, please select the accept button (in the top right corner of the screen).

Commencement

s. 47E(c)

Overseas postings are subject to the operational and business needs of the Department. Your posting may change and could include the posting not going ahead, the posting being withdrawn or reduced in duration, the posting being extended, the posting location may alter at any time, or the posting dates may change.

Pursuant to section 25 of the PS Act, an Agency Head or Delegate may from time to time determine your duties, and the place or places at which your duties are performed, including prior to or after you have taken up your posting.

Conditions of Reassignment

As a current employee of the Department, your employment continues to be governed by the PS Act, the [Department of Home Affairs Enterprise Agreement 2024-27](#). The terms of your reassignment, pursuant to clause 9.35 of the WD, are set out in further detail in the **s. 47E(c)**

Cancellation of this offer of temporary reassignment of duties prior to commencement

Situations may occur that warrant the cancellation of this offer of temporary reassignment of duties. Such a cancellation may be made at any time before the reassignment takes effect and will be notified to you in writing.

For example, this offer may be withdrawn in the event your security clearance is delayed. If this occurs, there is no guarantee that you will be considered for another posting after obtaining your security clearance.

Health Clearance and Resilience

Prior to your posting, you are required to complete and maintain mandatory medical, dental and resilience standards as required for the posting. You will receive advice regarding this process approximately 6 months prior to your posting commencement.

Underperformance

All officers at post are required to consistently perform at or above the Australian Public Service (APS) Work Level Standards. Underperformance will be treated seriously and may result in an early return to Australia.

Integrity and Conduct

By accepting a placement overseas, you will be representing the Department at all times. As it is likely you will be known or readily identifiable as an APS employee in settings outside of the work environment, the expectations regarding your appropriate conduct extend beyond your place of employment and include representing the Department outside of work hours.

The Department has high expectations for both officers and members of their households accompanying them on post. These expectations and obligations are set out in the Department's OCOS policy.

It is expected that you will at all times behave in a way that upholds the values and good reputation of the APS. You are reminded of your obligations to adhere to the APS Code of Conduct set out in section 13 of the PS Act.

Any act or acts by posted officers or members of your household that may accompany you on post, which have the potential to bring the Department or Australia into disrepute, will be treated seriously and may result in an early return to Australia.

Security Clearance

The security clearance specific to your new position is listed in the Notice of Temporary Reassignment of Duties, including the requirement to maintain an Employee Suitability Clearance (ESC).

If you do not have the level required, it is your responsibility to contact [s.2271\(xa\)@homeaffairs.gov.au](mailto:s.2271(xa)@homeaffairs.gov.au) to commence this process as soon as possible.

This posting offer will be withdrawn if you fail to meet the required security clearance process.

Acceptance of offer

Please select the accept button (in the top right corner of the screen) to confirm acceptance of your new duties within 5 days from the date of this letter. By agreeing to the terms and conditions set out in this letter and the attached notice, you agree that these terms and conditions form part of the terms and conditions of your employment.

Declaration

I understand that the terms of my reassignment are in accordance with the clause 9.35 of the WD and the OCOS policy.

I have read and understood the [Privacy Notice](#) and [Fair Work Information Statement](#). I acknowledge that I must comply with my obligations under legislation, including the APS Code of Conduct, and all relevant departmental policies.

I am aware that the Department of Home Affairs is bound by the *Privacy Act 1988* (Cth)

and I have been made aware how my personal information may be disclosed.

I accept the Temporary Reassignment of Duties and agree to be bound by the terms and conditions notified in this letter and the Notice of Temporary Reassignment of Duties.

NOTICE OF TEMPORARY REASSIGNMENT OF DUTIES

Full Name: s. 22(1)(a)(ii)

Classification: s. 47E(c)

Role Title: s. 47E(c)

Role Location: Ho Chi Minh City

AGS Number: s. 22(1)(a)(ii)

Commencement Date: s. 47E(c)

End Date: s. 47E(c)

Employment Location: Overseas Post

Position Number: 2826

Division: Immigration

Branch: N/A

Section: Overseas Post

s. 47E(c)

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under the Freedom of Information Act 1982

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s. 22(1)(a)(ii)@HOMEAFFAIRS.GOV.AU

✓ Offer Letter

DEPARTMENT OF
HOME AFFAIRS -
OFFER OF
OVERSEAS
TEMPORARY
REASSIGNMENT
Author:

s. 22(1)(a)(ii)

Send Mode: Online Offer

Offer Extended s. 22(1)(a)(ii)
On:

Offer Response: Accepted

Candidate s. 22(1)(a)(ii)
Responded On:



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Expression of Interest (EOI) for Overseas Long-Term Postings

Procedural Instruction

Document ID (PPN)	HR-7125	Released by Department of Home Affairs under the Freedom of Information Act 1982
TRIM Record Number	ADD2024/2970910	
BCS Function	Human Resources Management	
Document Owner	Assistant Secretary, Immigration Network Operations & Governance Branch	
Approval Date	12 July 2024	
Document Contact	Immigration Network Operations & Governance Branch [Redacted]@homeaffairs.gov.au	

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s. 22(1)(a)(ii)

- A long-term posting is a period of duty overseas for one year or longer and is ordinarily a period of up to three years. This may only be increased in exceptional circumstances and where the extension would provide significant operational benefit and at the Department's sole discretion.. Examples may include where the position is difficult to fill, or there are delays in filling the position due to recruitment or deployment processes. Short extensions may be considered to allow better staggering of Australia based employees (A-based) postings within a post or within a region.
- The usual period of posting is three years, but shorter posting periods of 12 months or two years may be offered in some circumstances.

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