



Salary

\$ 52401 to \$ 162540

Opportunity Type

Full-Time;Part-Time

Opportunity Status

Non-Ongoing

Opportunity Employment Type

Specified Term

Opportunity Employment Type Details

Non-ongoing opportunities may be offered for an initial period of up to 12 months, with the possibility to extend for a further 6 months.

APS Classification

APS Level 1;APS Level 2;APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2;Senior Executive Service Band 1;Senior Executive Service Band 2

Position Reference

Several Positions

Closing Date

16/02/2026

Job Category

Accounting, Finance, Administration, Communication, Customer service, Call centre, Economics, Statistics, Education, Training, Evaluation, Audit, Human Resources (HR) and People, Info/Comm Tech (ICT), Legal, Media Marketing,

National Emergency Management Agency

NEMA Temporary Employment Register

Various locations - ACT ACT, Various locations - NSW NSW, Various locations - NT NT, Various locations - QLD QLD, Various locations - SA SA, Various locations - TAS TAS, Various locations - VIC VIC, Various locations - WA WA

About the National Emergency Management Agency:

National Emergency Management Agency (NEMA) was established on 1 September 2022 as a single, accountable Commonwealth authority that delivers a whole-of-nation approach to reducing disaster risk, planning, preparing for, responding to and recovering from all hazards across the emergency management continuum.

NEMA works closely with States and Territories to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we:

- Fund programs and initiatives, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters
- Coordination and Planning officers are located across Australia, working in partnership with States and Territories to support disaster-affected communities to collectively build resilience, reduce risk and harm, and effectively respond to and recover from disasters
- Provide national leadership to share knowledge, situational awareness, and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the Commonwealth, State and local Government level – including through policy development and strategy to improve risk reduction, resilience and recovery; and
- Provide round-the-clock all-hazards monitoring and operational coordination for domestic and international emergencies, including supply chain disruptions, critical infrastructure outages, biosecurity risks and widespread cyber-attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework.

For further information on NEMA's purpose, vision and values, please see the [About us | NEMA](#)

Temporary Employment Register:

The Temporary Employment Register is open to candidates to submit an expression of interest for employment with NEMA at all

Organisation Leadership,
Other Management,
Parliamentary Officer,
Policy,
Procurement, Contract
Management,
Programme Management,
Project Management,
Property
Management/Maintenance,
Regulation,
Security,
Workplace Relations

Office Arrangement
Flexible

APS levels. The Register enables us to access appropriately skilled and experienced individuals at short notice for non-ongoing or temporary positions. Please note that:

- Roles are intended to be offered on a temporary basis only (non-ongoing specified term)
- Where a non-ongoing position is offered, the role will be filled as a specified term vacancy for up to 12 months with a possibility of extension (maximum term of 18 months)
- This register does not support ongoing engagement or promotion under the Public Service Act 1999
- You will only be contacted regarding your application if an opportunity arises that matches your skills and experience
- Your application is not a guarantee that an offer of employment will be made
- Applications remain active until 16 February 2026. Applications are not carried over after this time, you will be required to submit a new application for the following year.

The key duties of the position include:

About the roles:

We are looking for people who have skills and an interest in the following areas:

- Accounting & Finance
- Administration
- Procurement and contract management
- Executive Assistant
- Human Resources
- Information Technology
- Legal
- Policy
- Program & Project Management
- Media & Communications
- Governance and Integrity
- Data and Analysis
- Coordination and Planning

At times staff within NEMA may be required to work outside of standard business hours, particularly during the high-risk weather season.

Please refer to the Work level standards: [Work level standards: APS Level and Executive Level classifications | Australian Public Service Commission](#) to better understand which classification from APS1 to Executive Level 2 best suits your skills and experience.

If you wish to apply for leadership roles as Senior Executive Service (SES) at Band 1 and 2, please refer to the Work level standards: [Work level standards: Senior Executive Service | Australian Public Service Commission](#) to better understand the role and responsibilities.

We encourage applications from First Nations people, people with

disability, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds, mature age people and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential.

Location of roles:

NEMA's positions are Canberra, ACT or Brisbane, QLD based only, except for Coordination and Planning roles.

If you are interested in Coordination and Planning roles these positions are based in the following locations:

- NT - Darwin
- NSW - Sydney, Dubbo, Lismore and Wagga Wagga
- QLD - Brisbane, Cairns, Yeppoon and Mt Isa
- SA - Adelaide
- VIC - Melbourne, Bendigo and Bairnsdale
- TAS - Hobart
- WA - Perth and Broome

Our ideal candidate:

We are looking for people who are:

- Effective leaders
- Committed to community engagement and protection
- Committed to client service and responsive to requests
- High level of written and oral communication skills
- Well-developed research, analysis and problem-solving skills.
- Able to apply frameworks and principles through critical thinking
- Ability to work effectively in a team and manage relationships and workloads.

You can find out more about working at the NEMA on our website:

[Homepage | NEMA](#)

Eligibility

To be eligible to work with the NEMA you must:

- Be an Australian Citizen
- Fulfil the Agency's minimum requirements by satisfactorily answering all screening questions during the application process
- Obtain and maintain a Baseline Vetting (AGSVA) security clearance. Some positions may require a higher clearance
- Complete a National Police Check
- Satisfy a probation period
- Undergo a health assessment (if applicable).

Notes

Remuneration: The Agency offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

If you have identified as having a disability, please indicate whether you require any support throughout the selection process. For further information please contact Recruitment: recruitment@homeaffairs.gov.au.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

Contact Officer

NEMA Recruitment

Contact Phone

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Agency Employment Act

PS Act 1999

Website

[National Emergency Management Agency](#)

Position Number

JR 136901

Vacancy Number

VN-0754656

Getting to know the National Emergency Management Agency

Who we are:

NEMA works closely with local communities as well as state and territory governments to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we:

- fund programs and initiatives, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters;
- work with communities, industry and non-government organisations by connecting local Regional Support Officers and other NEMA staff right around Australia, to

share lessons learnt, provide awareness on navigating government services, and gain community and industry-led ideas and concepts to inform strategic policy and planning;

- provide national leadership to share knowledge, situational awareness, and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the Commonwealth, state and local government level – including through policy development and strategy to improve risk reduction, resilience and recovery; and
- provide round-the-clock all-hazards monitoring and operational coordination for domestic and international emergencies, including supply chain disruptions, critical infrastructure outages, biosecurity risks and widespread cyber-attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework.

[Learn More](#)