



Australian High Commission
Port Moresby

Candidate Information Pack

Personal Assistant to Head of Australian Defence Staff Australian Defence Cooperation Program

Closing Date: Wednesday, 24 May 2017

This information package should assist potential applicants to understand the work of the Australian High Commission, what is involved in the role, the Selection Criteria, how to apply and also help you make an informed decision to apply.

Position Description

Title	Personal Assistant to the Head of Australian Defence Staff
Classification	Locally Engaged LE5
Reports to	Head of Australian Defence Staff
Location	Port Moresby

About the Australian High Commission in Port Moresby

The Australian High Commission represents the Australian Government by advancing the interests of Australia and Australians in Papua New Guinea (PNG). Our primary national interest is in a strong bilateral relationship underpinned by a peaceful, secure and prosperous PNG and Pacific Region. The High Commission is also responsible for apprising Canberra about developments in areas such as domestic politics, immigration, economics, trade and investment, culture, defence and development cooperation, with a view to informing Australia's foreign policy. And for promoting a positive image of Australia, enhancing people-to-people links, and delivering consular assistance to Australians in need.

About the role

The Personal Assistant to the Head of Australian Defence Staff (HADS) is a security assessed position. Applicants must be **Australian, United Kingdom, Canadian, United States of America or New Zealand Citizens** and must be willing to undergo security vetting. Under limited direction, the Personal Assistant will manage the office of the HADS to ensure its efficient operations and enable HADS to focus on critical work requirements.

The key responsibilities for this position are:

- Manage the HADS's schedule, including arranging and coordinating meetings, appointments, functions and official commitments
- Perform secretarial support and office management functions
- Examine incoming papers and correspondence and screen phone calls to determine what action is required and assign priorities and prepare replies where appropriate, informing HADS of matters requiring personal attention or action
- Maintain the Defence Executive correspondence records, register of incoming and outgoing papers, and manage classified material in accordance with security procedures
- Manage all events/social engagements for the HADS office ensuring the functions are managed effectively, including management and acquittal of the representation allowance, and liaison with HADS Driver and domestic staff

- Maintain filing system in accordance with the Archives Act of 1983. Updating of file indexes (both manual and computerised)
- Provide liaison between HADS and senior officers and take follow-up action as requested. Prepare progress reports as required. Ensure submission by officers of briefing notes, reports, speeches, etc for HADS
- Liaise with other diplomatic missions and international organisations, government officials/departments and the private sector on behalf of HADS
- Coordinate arrangements for internal and external travel undertaken by HADS and family, including preparation of all related documentation.
- Coordinate arrangements for visiting Australian defence officials to Papua New Guinea (PNG) including the preparation of programs and assisting with office arrangements as required.
- Liaise with Papua New Guinea Defence authorities and related Australian agencies on behalf of HADS
- Manage all Transit and Multi-Entry visa applications from PNG Defence Force attending engagements in Australia
- Liaise with property and maintenance support teams to ensure all matters impacting on the effectiveness of the office are responded to and managed in a timely manner.

Required Skills and Capabilities

- High level of organisational and management skills, with a strong commitment to provisions of high quality client services;
- Current experience with Microsoft Word, Excel, Access, email and calendar applications;
- High level of written and oral communications skills;
- Demonstrated ability to take initiative, to respond to challenges and to set priorities;
- Ability to build productive working relationships and to adapt to different work environments;
- Ability to administer human, financial, IT, property or other resources effectively and efficiently;
- An appreciation of Australian Government and Australian Department of Defence document security handling procedures; and
- Ability to work effectively under pressure.

Qualifications/Experience

- Relevant qualifications, knowledge or experience working in an office environment
- Relevant Australian security clearance is essential.

Eligibility/Other Requirements

The successful candidate is required to undergo security vetting, obtain a medical check and maybe required to travel on occasions. A current driver's license is required to drive a work vehicle.

Selection Criteria

The following criteria will be used to assess an applicant's suitability for a position. When considering your application, the Selection Committee will seek evidence of performance against each of the criteria. **All applicants must address the selection criteria to be considered for this position.**

1. Supports and Contributes to strategic direction
2. Achieves results
3. Values Teamwork and Builds Partnerships
4. Demonstrates personal drive and integrity
5. Works and communicates with influence
6. Specific Specialist/professional knowledge, skills and experience

How to Apply

Applications must be submitted to The Human Resources Manager, pngahc.recruitment@dfat.gov.au by 4.30pm, **Wednesday, 24 May 2017**. Late applications will not be accepted.

Your application must include:

1. A **Resume** (*3 Page maximum*) which outlines:
 - Employment history;
 - Education, qualifications and relevant training; and
 - The names and contact details of two **professional** referees.
2. **Your statement of claims** against the selection criteria (*3 Page maximum*)

Please include your name and the job title in the subject line of your email for easy reference. E.g. **John Smith – PA to HADS**

Note: Given the number of applications, only those considered suitable for interview will be contacted.

The Australian High Commission promotes a workplace free from discrimination and harassment and is a smoke and buai free environment. All recruitment is based solely on merit.