



Australian High Commission
Port Moresby

Candidate Information Pack

Travel Officer Corporate Services

Closing Date: Friday, 24 March 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	Travel Officer
Classification	Locally Engaged 4 (LE4)
Reports to	First Secretary Corporate
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

Under general direction, the Travel Officer will manage official travel arrangements for the Australian High Commission (AHC) in Port Moresby.

The key responsibilities for this position are:

- Arrange and manage travel for Department of Foreign Affairs and Trade (DFAT) staff, counterparts and visitors in a timely manner, including booking and coordinating flights, accommodation, hire car, transfers and processing travel allowances, visas and acquittals
- Ensure compliance with DFAT's travel policies and guidelines
- Manage the processing of payments of travel invoices in a timely and accurate manner
- Prepare travel expenditure reports and information as required for the Finance area
- Prepare and maintain registers for approvals, tickets, leave fares and other travel related entitlements (e.g. excess baggage) for DFAT and attached agencies
- Provide logistical support for visits, staff officials and external agencies
- Research travel destinations and update databases and contact lists
- Ensure records relating to travel are kept in an orderly manner and in accordance with DFAT practice
- Liaise with external stakeholders, including airlines and other private organisations
- Provide administrative and clerical support to the work area.

Required Skills and Capabilities

- Knowledge of processes within the hotel and airline industries
- Understanding of PNG/Australia visa requirements
- Working within a corporate Government environment
- Able to communicate with all levels of management and subordinates
- Ability to interpret related policy and provide guidance
- Ability to use Microsoft Office suite to advanced level
- Ability to communicate to a high standard both written and verbal

Qualifications/Experience

- Relevant qualification in travel administration
- Previous experience in travel administration or the airline industry would be an advantage
- Proficiency in Tok Pisin highly desirable

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, **Friday 24 March 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. Example: **Jane Smith – Travel Officer, Corporate Section**

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 are based solely on merit.