



Australian High Commission  
Port Moresby

## Candidate Information Pack

# **OAWG Gardener, Lae Office of Australian War Graves Department of Veteran Affairs**

**Closing Date: Wednesday, 31 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

<b>Title</b>	Gardener
<b>Classification</b>	Locally Engaged 1 (LE1)
<b>Reports to</b>	Grounds Supervisor
<b>Location</b>	Lae

## **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 Office of Australian War Graves**

Within PNG the coordination of the care and maintenance of the three Commonwealth War Graves Commission war cemeteries; Port Moresby (Bomana) War Cemetery, Lae War Cemetery, Rabaul (Bitu Paka) War Cemetery and the official Australian memorials located around PNG. The war cemetery contains 2,819 burials, including 442 graves marked as unidentified. The Lae Memorial to the Missing commemorates 328 officers and men who lost their lives in Papua New Guinea and have no known grave.

## **About the role**

Under close direction, the Gardener will maintain a neat, safe and healthy garden environment at the Lae War Cemetery. The role has a high visibility for visitors and families of those officially commemorated in the war cemetery.

## **The key responsibilities for this position are:**

- Perform garden and grounds maintenance on an ongoing basis to ensure clean, safe and healthy garden environment according to an agreed task schedule
- Maintain machines, tools and gardening equipment in good and working condition
- Report faulty equipment and machines for repair as necessary
- Ensure a safe and healthy working environment, including the correct use of safety equipment and the completion of a safety briefing before any major machine tasks are performed

## **Required Skills and Qualifications**

- Relevant experience or knowledge of gardening

# Selection Criteria

All interested applicants are required to submit a one-page statement of claims outlining their suitability for the role. The statement must address the following selection criteria and provide examples and evidence from previous experience to do so:

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

**All applicants must address the selection criteria to be considered for this position.**

## How to Apply

Applications must be submitted to The Human Resources Manager, [pngahc.recruitment@dfat.gov.au](mailto:pngahc.recruitment@dfat.gov.au) by 4.30pm, **Wednesday, 31 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 **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 – OAWG Gardener, Lae**

**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.