



Australian High Commission
Port Moresby

Candidate Information Pack

Transport Manager Transport Section

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

Title	Transport Manager
Classification	Locally Engaged 5
Reports to	First Secretary Property and Transport
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 limited direction, the Transport Manager will directly supervise a team of drivers to ensure driving standards and driver conduct is exemplary and consistent with policies and procedures. The Transport Manager is responsible for ensuring that the vehicles are used safely and efficiently to ensure effective and professional support to Australian High Commission (AHC), Port Moresby staff and visitors.

The key responsibilities for this position are:

- Develop, update and implement fleet policy for the AHC
- Analyse fleet requirements and advise on vehicle acquisition, replacement and disposal in accordance with Australian government policy
- Build and maintain team cohesion, manage drivers workload and maximise team's productivity
- Prepare transport programs for high level visits to Papua New Guinea
- Organise and provide administrative direction to the transport team
- Supervise driver conduct and performance
- Manage cost effective repair and maintenance under the Australian Government policy
- Prepare plans and reports on fleet management and fleet operations and fuel management
- Oversee inspection program of vehicles and equipment
- Oversee compliance of vehicle registration, safety renewal, insurance and drivers' licences for all fleet vehicles and transport staff

- Participate in the recruitment, selection and development of employees/drivers
- Provide on-the-job training to employees where necessary; give people time and space to apply learning in the workplace
- Liaise with clients and stakeholders, including Security
- Communicate professionally with visitors, staff and other drivers
- Ensure compliance with AHC security instructions and measures for driving and safety of passengers.
- Prepare and coordinate defensive driver training and first aid certification of drivers

Qualifications/Experience

- This position requires a current unrestricted Class 3/6 driver's licence with no convictions.
- Basic first aid certification is highly desirable.
- The ability to communicate effectively in both English and Tok Pisin.
- Sound knowledge of Port Moresby and regional Papua New Guinea transport routes.

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 within a business framework
2. Achieves results
3. Values Teamwork and builds partnerships
4. Demonstrates personal drive and integrity
5. Works and communicates with influence

Note: When considering your application, the Selection Committee will seek evidence of performance against each of these criteria

How to Apply

Applications must be submitted to The Human Resources Manager, 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:
 - o Employment history;
 - o Education, qualifications and relevant training; and
 - o The names and contact details of two professional referees.
2. Your **statement of claims against the selection criteria** (*1 Page*).

Please include your name and the job title in the subject line of your email for easy reference. E.g. **Jane Doe – Transport Manager**

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.