



Australian High Commission  
Port Moresby

# Candidate Information Pack

## **Executive Assistant to Minister Counsellor Development Cooperation**

**Closing Date: Wednesday, 12 July 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>	Executive Assistant to Minister Counsellor
<b>Classification</b>	Locally Engaged LE3
<b>Reports to</b>	Minister Counsellor
<b>Location</b>	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 Executive Assistant will ensure the efficient and effective running of the office of the Minister (Development Cooperation) and perform executive and secretariat responsibilities to support the Minister's management of the aid program in Papua New Guinea.

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

- Manage the diary of the Minister (Development Cooperation), identify priorities, coordinate and arrange meetings, arrange travel, functions and events etc
- Liaise and negotiate effectively with internal and external stakeholders to support relationship building, and to communicate effectively the expectation of the Minister
- Provide administrative and clerical support on an ongoing basis as well as implementing work improvement/change initiatives to streamline work procedures and information flows
- Filter information in and out to ensure its accuracy, completeness and compliance with office procedures and standards
- Undertake research as directed
- Coordinate and prepare meeting briefs, including for official travel, prepare agendas and programs
- Ensure high level visitors from DFAT/other missions are supported effectively
- Develop and manage the itineraries for official visitors to Papua New Guinea and related official functions at the Minister's residence
- Provide support, advice and direction to the skills, capacity and professional development for other administrative staff and provide constructive feedback

- Create, store, share and manage information according to the Department's policies and guidelines
- Plan work, develop objectives for short-term tasks/anticipate and suggest solutions for problems

**Required Skills and Capabilities**

- Ability to work under pressure and prioritise in a busy working environment
- Excellent verbal and written communication skills, including letter and report writing
- Ability to accept responsibility and display creative initiative
- Ability to work as part of a team
- High degree of proficiency in Microsoft applications

**Qualifications/Experience**

- Relevant qualifications, knowledge or experience in secretarial work and/or office management.

**Eligibility/Other Requirements**

The successful candidate is required to undergo Police Clearance and Medical Checks.

## 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
6. Specific Specialist/professional knowledge, skills and experience

**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](mailto:pngahc.recruitment@dfat.gov.au) by 4.30pm, **Wednesday, 12 July 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 (*1 Page maximum*)

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

**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.