



Australian High Commission
Port Moresby

Candidate Information Pack

Security Assistant Technical Australian Department of Foreign Affairs and Trade

Closing Date: Wednesday, 7 February 2018

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	Security Assistant Technical
Classification	Locally Engaged 3 (LE3)
Reports to	Security Supervisor Technical
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 direction, the Security Assistant will provide technical support for the effective operation of the Security Operations Centre (SOC) at the Australian High Commission (AHC) in Port Moresby.

The key responsibilities for this position are:

- Provide technical support to ensure the effective operation of the security access control system for Australian owned and leased properties, in line with DFAT security protocols
- Carry out repairs and maintenance of security equipment and infrastructure
- Ensure that tools, equipment and inventory are adequately stocked and maintained, including arranging purchase of materials, equipment and tools required
- Supervise and manage procurement of third party electrical and maintenance contractors
- Conduct regular maintenance inspections to ensure equipment is maintained and buildings are secure
- Manage security works projects on chancery and residential properties
- Perform administration of security works, including records management and report preparation.

Qualifications / experience required

- Recognised qualifications in electrical and/or electronic fields is essential
- Previous experience maintaining one or more of the following systems: electric fences, intruder alarms, CCTV
- Able to communicate effectively in English
- Able to speak Tok Pisin is desirable

Eligibility/Other Requirements

The successful candidate is required to obtain a satisfactory police check, medical check and maybe required to travel on occasions.

Selection Criteria

The following criteria will be used to assess an applicant's suitability for a position. All interested applicants are required to submit a one page statement of claims outlining their suitability for the role.

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

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, 7 February 2018.**

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 – Security Assistant Technical**

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.