



Australian High Commission
Port Moresby

Candidate Information Pack

Payroll Coordinator Corporate Services

Closing Date: Friday, 24 November 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	Payroll Coordinator
Classification	Locally Engaged 3 (LE3)
Reports to	Payroll Supervisor
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 Payroll Coordinator will ensure the effective operation of the payroll function and the timely and accurate payment of salaries for relevant staff from the Department of Foreign Affairs and Trade (DFAT) and attached agencies at the Australian High Commission (AHC) in Port Moresby.

The key responsibilities for this position are:

- Coordinate timely and accurate payroll processing of locally engaged staff (LES) salaries and related entitlements
- Ensure correct procedures are followed in fortnightly payroll process, in line with DFAT guidelines
- Respond to payroll queries and correspondence in an efficient and timely manner
- Coordinate the processing of LES superannuation contribution payments
- Assist in the production and distribution of the Statement of Earnings
- Process termination payouts and ensure that correct termination procedures are followed in DFAT human resource management system (PeopleSoft)
- Provide information, advice and reports on payroll and conditions of service, including leave balances and other entitlements as required
- Maintain up to date payroll information databases, ensuring payroll reports and related documents are correctly filed
- Provide administrative support to the human resources area as required.

Required Skills and Capabilities

- Ability to work under pressure and prioritise in a busy working environment
- Excellent organisational and time management skills
- Excellent verbal and written communication skills, including letter and report writing
- Ability to accept responsibility and show initiative
- Ability to work autonomously while being part of a team
- Ability to maintain confidentiality at all times
- High degree of proficiency in Microsoft applications

Qualifications/Experience

- Experience in HR and/or payroll processing is highly desirable
- Basic knowledge in Microsoft Excel 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. A current driver's license is required to drive a work vehicle.

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, **Friday 24 November 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 – Payroll Coordinator**

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.