



Australian High Commission  
Papua New Guinea

# Candidate Information Pack

## Office Manager Australian Federal Police

**Closing Date: Wednesday, 18 March 2020**  
**Enquiries to: [pngahc.recruitment@dfat.gov.au](mailto:pngahc.recruitment@dfat.gov.au)**

This information pack should assist potential candidates to make an informed decision as to whether to apply for the position by explaining:

- the work of the Australian High Commission,
- the role we are recruiting, and
- how to apply for the position.

## POSITION DESCRIPTION

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<b>Position number</b>	200129
<b>Title</b>	Office Manager
<b>Classification</b>	LE6
<b>Section/ Agency</b>	Australian Federal Police
<b>Reports to (title)</b>	Australian Federal Police Senior Officer
<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. We also promote a positive image of Australia, enhancing people-to-people links, and delivering consular assistance to Australians in need.

### **About the Australian Federal Police**

The Australian Federal Police's (AFP) role is to enforce Commonwealth criminal law, contribute to combating organised crime and to protect Commonwealth interests from criminal activity in Australia and overseas. The AFP is Australia's international law enforcement and policing representative, and the Government's chief source of advice on policing issues. The AFP works closely with a range of other law enforcement and government agencies at state, territory, Commonwealth and international levels, enhancing safety and providing a secure regional and global environment.

The AFP Port Moresby Office has responsibility for liaison with the law enforcement authorities of Papua New Guinea.

### **About the role**

The AFP Office Manager (OM) is a security-assessed position. Owing to the requirements of the position, applicants must be Australian, United Kingdom, Canadian, United States of America or New Zealand Citizens and must be willing to undergo security vetting.

Under the AFP Senior Officer's (AFP SO) broad direction, and with a high level of independence, the OM will provide investigative, analytical, project and administrative support to the AFP SO and contribute to operational law enforcement matters, including work that is "sensitive" in respect of AFP policies and procedures.

This is a part-time position (works flexibly to a maximum of 30 hours per week).

## **Duties include:**

### ***Operational Support / Program Management***

- Provide Operational support to the AFP SO, maintain awareness of policing operations, triage incoming tasks and requests for assistance, and report on operational activity through AFP reporting systems;
- Manage capacity development and training projects with law enforcement partners, including ensuring outputs delivered, logistics, finance, providing performance reporting to internal and external stakeholders;
- Support and drive implementation of AFP and whole of Australian Government policy initiatives;

### ***Communication and Representation***

- Develop and maintain a network of internal and external stakeholders including other law enforcement agencies, foreign missions and the Government of Papua New Guinea in support of AFP operations;
- Escort official delegations from Australia;
- Maintain commercial relationships with key suppliers and project management partners;
- Liaise and communicate directly with AFP Headquarters on administration and reporting activities.

### ***Administration and Finance and/or Information Management***

- Manage the financial activities of the office, including procurement, accounts payable, expenditure acquittals, budget management and records keeping;
- Ensure compliance with relevant regulations and procedures;
- Management of property, travel, and supervision of the Investigative Assistant.

### ***Eligibility/Other Requirements***

- Ability to attain a relevant Australian security clearance is essential.
- The successful candidate is required to obtain a satisfactory police check, medical check.
- Ability to undertake domestic and international travel on occasions.
- Must hold and maintain a driver's license valid in PNG and is required to drive a work vehicle.
- Tertiary qualification in a relevant field and / or previous working in a law enforcement field is desirable.

### ***Selection Criteria***

- Proficient in the use of the Microsoft Office suite of software and database software.
- Demonstrated ability to work with a high level of independence and responsibility.
- Demonstrated ability to understand the "sensitive" nature of law enforcement information.
- Ability to exercise professional judgment in managing the work of the office, with an awareness of the impact of work on the AFP and the when to refer matters to the AFP SO.
- Highly developed written and oral English skills.
- Experience in office management.

## ONE-PAGE PITCH

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The AHC, Port Moresby uses the one-page pitch (**1,000 words**) approach to job applications. The one-page pitch streamlines the recruitment process for the AHC, the Selection Advisory Committee (SAC) and the applicants.

Your one-page pitch should address your work experience and capabilities against the position description. It is a chance to tell the SAC why you are the right person for the job.

The SAC wants to know why you are interested in the role, what you can offer the AHC, and how your skills and knowledge, experience and qualifications are applicable to the role. In a nutshell – why should we hire you?

### **Addressing the requirements of the position**

The position description (page 2), will help you understand the responsibilities and tasks required in the job. The position description describes the personal qualities, skills, knowledge and qualifications (if any) a person needs to perform the role effectively. The SAC will assess how applicants address these requirements to create a shortlist of applicants suitable to move to the next stage of the recruitment process.

It is essential to address any job-specific information or qualities that the position description has identified.

The pitch gives you the opportunity to tell a story and use examples that may cover a range of skills and experience, such as organisational skills, oral and written communication and ability to work as part of a team.

Provide relevant examples from your work, study or community roles. Be clear and to the point.

Please make sure you stick to the 1,000 words limit, and edit your responses for grammar, spelling and punctuation.

## HOW TO APPLY

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Applications must be submitted to The Human Resources Section, [pngahc.recruitment@dfat.gov.au](mailto:pngahc.recruitment@dfat.gov.au) by 4.30pm, **Wednesday, 18 March 2020**.

**Late applications will not be accepted.** Your application must include:

1. A **Curriculum Vitae** (*3 Page maximum*) which includes:
  - Personal details (do not include marital status, religion or date of birth);
  - Employment history;
  - Education, qualifications and relevant training;
  - The names and contact details of two professional referees; and
  - Interests/hobbies if they demonstrate personal achievements or relate to the selection criteria.

**Don't** attach certificates, awards etc., these may be requested at interview.

2. A completed **Job Application Form, including your one-page pitch** must be submitted to be considered for this position.

Emailed applications **must** include your name and the job title in the subject line of your email for easy reference.

E.g. **John Smith – Office Manager**

## WHAT HAPPENS NEXT

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### **Acknowledgement**

Given the number of candidates applying, only those considered suitable for interview will be contacted.

### **Shortlisting**

Shortlisting of candidates would be expected to commence soon after the closing date for applications. The timeframe for shortlisting will depend on the size of the field, and may take several weeks to complete. The Selection Advisory Committee will shortlist candidates against the selection criteria and only those candidates who demonstrate the strongest claims will be selected for interview.

### **Assessment of candidates**

The Selection Advisory Committee may use a variety of methods to assess candidates. These may include an interview, a written exercise or a specific skills test.

### **Interview**

The AHC will consider candidates available for interview from the date applications close, unless you advise otherwise. The Selection Advisory Committee will give you a minimum of three days notice prior to your interview. Upon notification of your selection for interview, you should advise the Human Resources section of any special requirements. All candidates interviewed will be advised of the outcome via email.

### **Referee Reports**

Details of two professional referees should be listed in the CV. Ideally, one will be your current or recent supervisor. In most circumstances, referee reports will only be requested from candidates shortlisted for interview.

### **Selection**

The AHC's staff selection process is governed by the merit principle. The merit principle requires that selections are based on abilities, qualifications, experience and standard of work performance as reflected in the selection criteria and preclude discrimination on the basis of age, gender, race or sexual preference.

### **Order of Merit and Placement**

This is a generic recruitment round and a number of vacancies in different areas will be filled through this round. Suitable candidates will be placed on an order of merit and may be offered a suitable position up to 12 months from the date of advertising. Being found suitable does not guarantee a promotion, transfer or offer of employment. If a candidate declines the position offered, they will be placed back on the order of merit, and may be offered a position within the 12 month timeframe.

*The Australian High Commission promotes a workplace free from discrimination and harassment and is a smoke and buai-free environment.*