



Australian High Commission  
Papua New Guinea

# Candidate Information Pack

## **Personal Assistant to the Defence Adviser/ Head of Australian Defence Staff Australian Defence Staff – Port Moresby**

**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

---

<b>Position number</b>	200374
<b>Title</b>	Personal Assistant to the Defence Adviser/ Head of Australian Defence Staff
<b>Classification</b>	LE4
<b>Section/ Agency</b>	Australian Defence Staff
<b>Reports to (title)</b>	Head of Australian Defence Staff
<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 Defence Staff**

The primary role of Defence is to defend Australia and its national interests against armed attack. In doing so, Defence serves the Government of the day and is accountable to the Commonwealth Parliament, which represents the Australian people to efficiently and effectively carry out the Government's defence policy. Australia's defence policy is founded on the principle of self-reliance in the direct defence of Australia, but with a capacity to do more where there are shared interests with partners and allies.

### **About the role**

The Personal Assistant to the Defence Adviser/ Head of Australian Defence Staff (DA/HADS) is a security-assessed position which attracts an additional non-national allowance. 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 limited direction, the Personal Assistant to the DA/HADS will manage the office of the DA / HADS to ensure its efficient operations and enable DA/HADS to focus on critical work requirements.

### **Duties include:**

- Manage the DA/HADS's schedule, including arranging and coordinating meetings, appointments, functions and official commitments
- Perform secretarial support and office management functions
- Examine incoming papers and correspondence and screen phone calls to determine what action is required and assign priorities and prepare replies where appropriate, informing DA/HADS of matters requiring personal attention or action
- Maintain the Defence Executive correspondence records, register of incoming and outgoing papers, and manage classified material in accordance with security procedures
- Manage all events/social engagements for the DA/HADS office ensuring the functions are managed effectively, including management and acquittal of the representation allowance, and liaison with DA/HADS Driver and domestic staff

- Maintain filing system in accordance with the Archives Act of 1983. Updating of file indexes (both manual and computerised)
- Provide liaison between DA/HADS and senior officers and take follow-up action as requested. Prepare progress reports as required. Ensure submission by officers of briefing notes, reports, speeches, etc. for DA/HADS
- Liaise with other diplomatic missions and international organisations, government officials/departments and the private sector on behalf of DA/HADS
- Coordinate arrangements for internal and external travel undertaken by DA/HADS and family, including preparation of all related documentation.
- Coordinate arrangements for visiting Australian defence officials to Papua New Guinea (PNG) including the preparation of programs and assisting with office arrangements as required.
- Liaise with Papua New Guinea Defence authorities and related Australian agencies on behalf of DA/HADS
- Manage all Transit and Multi-Entry visa applications from PNG Defence Force attending engagements in Australia
- Liaise with property and maintenance support teams to ensure all matters impacting on the effectiveness of the office are responded to and managed in a timely manner.

### **Required skills and capabilities**

- High level of organisational and management skills, with a strong commitment to provisions of high quality client services;
- Current experience with Microsoft Word, Excel, Access, email and calendar applications;
- High level of written and oral communications skills;
- Demonstrated ability to take initiative, to respond to challenges and to set priorities;
- Ability to build productive working relationships and to adapt to different work environments;
- Ability to administer human, financial, IT, property or other resources effectively and efficiently;
- An appreciation of Australian Government and Australian Department of Defence document security handling procedures; and
- Ability to work effectively under pressure.

### **Eligibility/Other Requirements**

- Relevant qualifications, knowledge or experience working in an office environment
- Ability to attain a relevant Australian security clearance is essential.

## ONE-PAGE PITCH

---

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

---

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 – Personal Assistant to the DA / HADS**

## WHAT HAPPENS NEXT

---

### **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.*