



**Australian High Commission
Port Moresby**

Candidate Information Pack

Executive Assistant to Deputy Head of Mission Executive Office

Closing date: Friday 28 January 2022

Email enquiries to: pngahc.recruitment@dfat.gov.au

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

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

POSITION DESCRIPTION

Position number	200238
Position title	Executive Assistant to Deputy Head of Mission
Position type (full-time/part-time/casual)	Full-time
Classification level	Locally Engaged 4
Section	Executive Office
Reports to (position title)	Deputy Head of Mission
Location	Port Moresby

About the Australian High Commission, Port Moresby

The Australian High Commission (AHC) 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 AHC 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 position

The Executive Assistant (EA) to the Deputy High Commissioner (Deputy Head of Mission (DHOM)), under limited direction, will support the EA to the High Commissioner (Head of Mission (HOM)) in the efficient and effective running of the AHC Executive Office, and will also provide direct EA support to the DHOM.

The position is responsible for coordinating and scheduling meetings, briefings and associated administration, supporting HOM and DHOM-led events and functions, liaising with key stakeholders (both within the AHC and externally) and broader coordination and support to the Executive Office.

The position may be required to undertake travel on occasions.

The key responsibilities of the position include, but are not limited to:

- Provide high level executive, administrative and organisational support to the AHC Executive, including:
 - managing and responding to phone calls, emails and other correspondence in accordance with the priorities of the Executive and the AHC
 - managing Executive Office diaries and appointments
- Managing domestic and international travel arrangements including booking flights, accommodation, ground transports and preparing itineraries, visit programs, travel forms and acquittals, coordinate corporate and planning information for the Executive Office, and create and implement work improvement and change initiatives to streamline work procedures and information flows throughout the AHC
- Coordinate the submission of briefing notes, reports, speech notes, and other products from internal and external sources, and draft simple cables, correspondence and summary documents in accordance with the priorities of the Executive Office forward program

- Organise and support the effective running of DHOM-led meetings, including:
 - booking venues and meeting rooms, and arranging catering
 - sending invitations and monitoring RSVPs
 - providing Secretariat support as required
- Lead on the organisation of DHOM-led events and representation, and support HOM-led events, representation and receptions, including:
 - logistical arrangements and coordination of domestic staff
 - managing the DHOM representational budget, and acquitting funding in accordance with the Australian Department Foreign Affairs and Trade procedures
- Liaise and negotiate effectively with internal and external stakeholders to support relationship building, and to communicate the expectations of the AHC Executive

Required skills and capabilities

Essential

- Strong capacity to provide high-level executive support
- Sound organisational skills, and an ability to prioritise and meet tight deadlines
- Sound written and oral communication skills
- Proficiency in Microsoft Office software applications. Good social media skills would be an advantage
- Excellent interpersonal skills, with the ability to work as part of a team and build productive relationships with internal and external stakeholders
- High level of initiative and flexibility, and a strong capacity to exercise discretion and judgement

Desirable

- An ability to obtain and hold an Australian Government Security Clearance

Eligibility/Other Requirements

Offers of employment are conditional on the satisfactory completion of medical and local police security checks. The AHC is a COVID-19 vaccinated workplace.

ONE-PAGE PITCH

The Australian High Commission (AHC), Port Moresby uses the one-page pitch (**1,000 word limit**) approach to job applications. The one-page pitch streamlines the recruitment process for the AHC, the Selection Advisory Committee (SAC) and 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 want to know why you are interested in the role, what you can offer the AHC, and how your skills, knowledge, experience and qualifications are applicable to the role. In a nutshell – why we should hire you?

Addressing the requirements of the position

The information in the position description (pages two to three), will help you understand the responsibilities and tasks of the position. The position description describes the skills, knowledge, experience 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 have been identified in the position description.

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

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

Please make sure you adhere to the 1,000 word limit, and thoroughly review your response checking all grammar, spelling and punctuation.

HOW TO APPLY

Applications must be submitted to the Human Resources Section at pngahc.recruitment@dfat.gov.au by 4:30pm on **Friday 28 January 2022**.

Late applications will not be accepted.

1. For your application to be considered, you must complete the **Job Application Form**. The form captures all the relevant details required at this stage, including:
 - Your personal details;
 - Your employment history;
 - The names and contact details of two professional referees;
 - Information regarding your education and qualifications;
 - Information regarding relevant training;
 - Information on any volunteer programs you have undertaken if they demonstrate personal achievements or relate to the position; and
 - Your one-page pitch.

2. Please do not include or attach the following documents:
 - Curriculum vitae; or
 - Certificates, awards etc.

These documents may be requested at interview.

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

E.g. **John Smith – Executive Assistant to Deputy Head of Mission**

WHAT HAPPENS NEXT

Acknowledgement

Given the large number of candidates who apply for jobs at the Australian High Commission (AHC), only those shortlisted for interview will be contacted.

Shortlisting

The shortlisting of candidates will commence after the advertisement closing date. The timeframe for shortlisting will depend on the size of the application 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 shortlisted 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 a candidate's availability for interview from the date applications close, unless advised otherwise. The Selection Advisory Committee will give a candidate a minimum of three days' notice prior to interview. Upon notification of selection for interview, the candidate should advise the Human Resources section of any special requirements.

All interviewed candidates will be advised of the selection process outcome via email.

Referee Reports

Candidates should include the details of two professional referees in their Job Application Form. Ideally, one will be a 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 standards 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

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 betel nut (buai) free environment.