



**Australian High Commission  
Port Moresby**

# Candidate Information Pack

## **Transport and Public Diplomacy Coordinator Consulate-General, Lae**

**Closing date: Friday 17 June 2022**

**Email enquiries to: [pngahc.recruitment@dfat.gov.au](mailto: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 the Australian High Commission is recruiting for; and
- how to apply for this vacancy.

## POSITION DESCRIPTION

Position number	200192
Position title	Transport and Public Diplomacy Coordinator
Position type (Full-time/Part-time/Casual)	Full-time
Classification level	LE3
Section/Agency	Consulate-General, Lae
Reports to (position title)	Head of Post
Location	Lae

### About the Australian High Commission in 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 Consulate-General, Lae

Lae is the principal metropolis for northern Papua New Guinea (PNG). The city and surrounding Morobe Province contain thriving agricultural, manufacturing and resource industries. Lae is home to many long-term Australian residents and short-term business visitors. Australians also travel to Lae to visit the Lae War Cemetery, a significant site for Australian and Papua New Guinean soldiers in World War II.

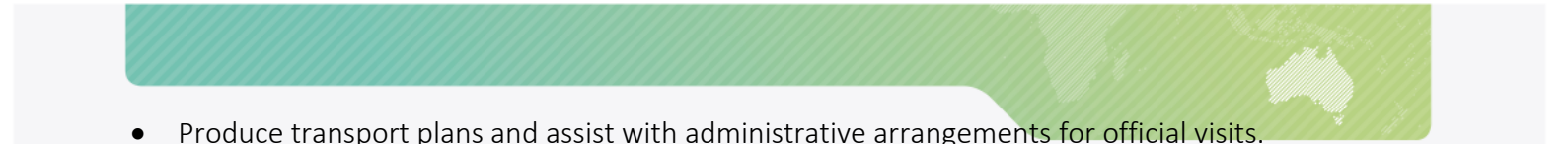
The Consulate-General supports business, development and people-to-people links and provides consular, passport and notarial services to Australian citizens.

### About the position

Under general direction, the Transport and Public Diplomacy Coordinator provides administrative and logistics support including reception services, and supports public diplomacy activities at the Consulate-General. The position also provides driving services to transport staff, officials and visitors. The position is based in Lae, Morobe Province.

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

- Undertake general administrative duties in support of corporate, property, consular and passport services.
- Assist with planning and logistics for public diplomacy events and activities, including the provision of support for activities at the Australian High Commission, Port Moresby.
- Undertake research and provide input into post reporting on local politics and community affairs.
- Network and liaise with local government officials and local authorities on protocol/administrative matters, and build productive working relationships.
- Provide reception duties including answering incoming calls and responding to general enquiries.
- Provide transport services for A-based officers, other staff, officials and visitors.


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- Produce transport plans and assist with administrative arrangements for official visits.
  - Maintain post's official vehicle and arrange regular servicing, maintenance, repairs, cleaning, refuelling and spot checks.
  - Maintain accurate vehicle records including running sheets, insurance, registration and fuel purchases, and maintain relevant databases.
  - Collect and deliver mail and other correspondence.

### **Required skills and qualifications**

- Previous experience providing administrative support and preparing written reports.
- Good computer skills including the use of the Microsoft Office suite of applications.
- Sound spoken and written English communication skills.
- A current driver licence with a proven safe driving record.

### **Eligibility/Other Requirements**

Offers of employment are conditional on the satisfactory completion of medical and local police security checks. The Australian High Commission 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](mailto:pngahc.recruitment@dfat.gov.au) by **4:30pm on Friday 17 June 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 of the recruitment process, including:
  - Your personal details;
  - Your employment history;
  - Information regarding your education, qualifications and relevant training;
  - The names and contact details of two professional referees;
  - Information on any volunteer programs you have undertaken if they demonstrate personal achievements or relate to the selection criteria; and
  - Your one-page pitch.
2. Please do not include or attach any of 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.

For example: **John Smith – Transport and Public Diplomacy Coordinator**

## 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 applicant field, and may take several weeks to complete. The Selection Advisory Committee (SAC) will shortlist candidates against the requirements of the position and only those candidates who demonstrate the strongest claims will be shortlisted for interview.

### **Assessment of candidates**

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

### **Interview**

The SAC 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 if they have 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**

This is a bulk 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. An Order of Merit is valid for up to 18 months from the date the position was originally advertised and may be used to fill a position in the event it becomes vacant within this timeframe. 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 18-month timeframe.

*The Australian High Commission promotes a workplace free from discrimination and harassment, and is a smoke and betel nut (buai) free environment.*