



**Australian High Commission
Port Moresby**

Candidate Information Pack

Executive Assistant to Minister-Counsellor Economics, Health and infrastructure Branch

Closing date: Wednesday 4 August 2021

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	200137
Position title	Executive Assistant to Minister-Counsellor
Position type (full-time/part-time/casual)	Full-time
Classification level	LE3
Section/Agency	
Reports to (position title)	Minister-Counsellor
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

Under limited direction, the Executive Assistant will ensure the efficient and effective running of the office of the Minister-Counsellor and perform executive and secretariat responsibilities to support the Minister-Counsellor's management of diplomatic and aid priorities in Papua New Guinea.

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

- Manage the diary of the Minister-Counsellor's office, provide high-level administrative support and maintain program of appointments, including travel arrangements.
- Liaise, network and negotiate effectively with internal and external stakeholders to support relationship building, and to communicate effectively the expectations of the Minister-Counsellor
- Provide administrative and clerical support and implement work improvement/change initiatives to streamline work procedures and information flows
- Review relevant documents to ensure accuracy, completeness and compliance with office procedures and standards
- Undertake research, as directed, to support the High Commission's priorities and objectives
- Coordinate meeting briefs, including for official travel, prepare agendas and programs
- Provide administrative and logistical support for visits programs, itineraries for official visitors to Papua New Guinea and related official functions at the Minister-Counsellor's residence
- Create, store, share and manage information in accordance with the Department's policies and guidelines
- Plan work, develop objectives for short-term tasks/anticipate and suggest solutions for problems

Required skills and capabilities

- Proven experience providing high-level support to senior management
- Strong organisational skills, attention to detail and the ability to work under pressure and manage priorities with limited supervision.
- Strong oral and written English communication skills, including effective negotiation, liaison and consultation skills.
- Strong interpersonal skills and the ability to build productive working relationships.
- Proven ability to provide accurate and timely research and reporting, with a demonstrated ability to set priorities, show initiative, exercise sound judgement, meet tight deadlines and achieve results.
- Proven ability to implement and manage programs and related budgets.
- Proficiency and experience with Microsoft Office programs, including Word, Excel and Access, as well as a good working knowledge of information and communication systems

Eligibility/Other Requirements

If offered a position at the AHC, candidates are required to pass all security and medical checks as part of the standard pre-employment process.

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 **Wednesday 4 August 2021**.

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 Minister-Counsellor**

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.