



Australian High Commission
Port Moresby

Candidate Information Pack

War Graves Supervisor Bita Paka Office of Australian War Graves

Closing Date: Friday, 18 August 2017

This information package should assist potential applicants to understand the work of the Australian High Commission, what is involved in the role, the Selection Criteria, how to apply and also help you make an informed decision to apply.

Position Description

Title	War Graves Supervisor, Bita Paka
Classification	Locally Engaged LE2
Reports to	OAWG Country Manager
Location	Bita Paka

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. And for promoting a positive image of Australia, enhancing people-to-people links, and delivering consular assistance to Australians in need.

About the role

Under direction, the War Graves Supervisor will supervise the staff, structures and grounds at the Australian War Cemetery site maintained and operated by the Office of Australian War Graves (OAWG) in Papua New Guinea (PNG).

The key responsibilities for this position are:

- Supervise garden and grounds maintenance to ensure a clean, safe and healthy grounds and garden environment for the war cemeteries sites
- Ensure a safe and healthy working environment, including the correct use of safety equipment and chemicals, in accordance with Work, Health and Safety requirements
- Assist to develop and implement work plans and prioritise tasks
- Supervise general maintenance of worksites, machinery and structures, including headstones, irrigation systems and war grave monuments
- Supervise the operation of plant, vehicle and mowing equipment
- Identify parts, tools, and fuel supply requirements and report to supervisor in Bomana
- Identify maintenance requirements for structures, grounds and equipment and report to supervisor
- Liaise with suppliers, veteran representatives and visitors at sites
- Prepare reports relating to progress of scheduled tasks and maintenance work
- Monitor the performance of contract security services and other contractors at the Cemetery.

Required Skills and Capabilities

- Ability to work under pressure and prioritise in a busy working environment
- Excellent verbal and written communication skills, including letter and report writing
- Ability to accept responsibility and display creative initiative
- Ability to work as part of a team
- High degree of proficiency in Microsoft applications

Qualifications/Experience

- Demonstrated professional/technical knowledge or experience in temporary entry and/or migration law, processes and policies.
- Relevant qualifications, knowledge or experience in administration work and/or office management.

Eligibility/Other Requirements

The successful candidate is required to undergo security vetting, obtain a medical check and maybe required to travel on occasions.

Selection Criteria

All interested applicants are required to submit a one page statement of claims outlining their suitability for the role. The statement must address the following selection criteria and provide examples and evidence from previous experience to do so:

1. Supports and contributes to strategic direction within a business framework
2. Achieves results
3. Values Teamwork and builds partnerships
4. Demonstrates personal drive and integrity
5. Works and communicates with influence
6. Specific Specialist/professional knowledge, skills and experience

Note: When considering your application, the Selection Committee will seek evidence of performance against each of these criteria

How to Apply

Applications must be submitted to The Human Resources Manager, pngahc.recruitment@dfat.gov.au by 4.30pm, **Friday, 18 August 2017**. Late applications will not be accepted.

Your application must include:

1. A **Resume** (*1 Page maximum*) which outlines:
 - Employment history;
 - Education, qualifications and relevant training; and
 - The names and contact details of two **professional** referees.
2. **Your statement of claims** against the selection criteria (*1 Page maximum*)

Please include your name and the job title in the subject line of your email for easy reference. E.g. **John Smith – War Graves Supervisor, Bitu Paka OAWG**

Note: Given the number of applications, only those considered suitable for interview will be contacted.

The Australian High Commission promotes a workplace free from discrimination and harassment and is a smoke and buai free environment. All recruitment is based solely on merit.