



Australian High Commission
Port Moresby

Candidate Information Pack

Logistics Supervisor Australian Defence Cooperation Program

Closing Date: Wednesday, 6 September 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

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|-----------------------|----------------------------------|
| Title | Logistics Supervisor |
| Classification | Locally Engaged LE4 |
| Reports to | Defence Administration Assistant |
| Location | 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. 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 general direction, the Logistics Supervisor will ensure the daily operations of the Australian Defence Staff (ADS), PNG logistics capability is managed smoothly and efficiently, and assets are stored and maintained in accordance with policy.

The key responsibilities for this position are:

- Procure assets and consumables for Defence in accordance with correct policy
- Coordinate the service and maintenance of Defence assets and Defence managed buildings including sourcing suitable maintenance contracts
- Dispose of Defence assets as required in accordance with policy
- Manage, maintain and update the ADS Asset Register
- Manage and account for all short term loan assets, unissued stores and consumables
- Issue stores as required to posted members and visitors ensuring correct corporate governance is applied in the management of stores
- Conduct stocktakes as required in accordance with policy
- Assist in the management of the Defence administration budget
- Prepare finance documents for all managed expenses using the Defence Financial Management System (FMS)
- Process payments on DFAT SAP
- Supervision of the General Service Assistant-POM

Required Skills and Capabilities

- Ability to work under pressure and prioritise in a busy working environment
- Excellent verbal and written communication skills,
- Ability to accept responsibility and display initiative
- Ability to work as part of a team and independently as required
- High degree of proficiency in Microsoft applications
- Qualified in SAP

Qualifications/Experience

- A current unrestricted class 3/6 driver's licence with no convictions
- Experience in asset management, including stocktaking, purchasing and disposal
- Experience in preparing general maintenance contracts with vendors
- Experience in both working within a team environment and independently
- Accounts payable experience
- Understanding of budget allocation management
- Competent in the use of Microsoft Excel and Access
- Show a history of being self motivated
- Ability to speak and understand Motu and Tok Pisin
- Ability to communicate to a high standard both written and verbal in the Queen's English
- SAP qualification highly desirable
- Basic first aid certification highly desirable

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
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, **Wednesday, 6 September 2017**. Late applications will not be accepted.

Your application must include:

1. A **Resume** (*3 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 – Logistics Supervisor, ADS**

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.