



Australian High Commission  
Port Moresby

## Candidate Information Pack

# **Security Supervisor Technical Security Section**

**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

<b>Title</b>	Security Supervisor Technical
<b>Classification</b>	Locally Engaged LE5
<b>Reports to</b>	Deputy Security Manager
<b>Location</b>	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 limited direction, the Security Supervisor - Technical will provide technical support for the various technical and physical security systems engaged by the Australian High Commission (AHC) in Port Moresby including assisting with the day-to-day management of physical security infrastructure at AHC residential compounds.

## **The key responsibilities for this position are:**

- Provide technical support to ensure the effective operation of the security access control system for Australian owned and leased properties, in line with DFAT security protocols
- Carry out repairs and maintenance of security equipment and infrastructure
- Ensure that tools, equipment and inventory are adequately stocked and maintained, including arranging purchase of materials, equipment and tools required
- Supervise and manage procurement of third party electrical and maintenance contractors
- Conduct regular inspections at the chancery and AHC residential sites to identify areas of non-compliance with DFAT security standards and develop work plans to address these based on risk assessment principles
- Manage security works projects on chancery and residential properties including developing scope of works documentation, site briefings with contractors and ensuring projects are delivered on time and within budget
- Establish relationships with private security personnel to ensure standard operating procedures are understood and implemented
- Participate in planning and conducting security exercises
- Provide advice to the Regional Security Adviser on physical, personnel and procedural security matters

- Administrative tasks as required including obtaining quotes, records management and report preparation
- Manage the activities of the locally engaged Security Officer – Technical.

### **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**

- Recognised qualifications in electrical and/or electronic fields is highly desirable
- Project management experience is highly desirable
- Previous experience maintaining one or more of the following systems: electric fences, intruder alarms, CCTV
- Able to communicate effectively in English and Tok Pisin

# 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](mailto: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 – Security Supervisor Technical**

**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.