



Australian High Commission
Papua New Guinea

Candidate Information Pack

Transport and Public Diplomacy Coordinator, Lae

Closing Date: Friday, 29 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

Title	Transport & Public Diplomacy Coordinator
Classification	Locally Engaged LE3
Reports to	Head of Post
Location	Lae

About the Australian High Commission in Papua New Guinea

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 Transport & Public Diplomacy Coordinator provides administrative and logistics support including reception services, and supports public diplomacy at the Consulate-General. The position also provides driving services to transport staff, officials and visitors.

The key responsibilities for this position are:

- 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 in support of activities initiated by Port Moresby post
- Provide input to post reporting on local politics and community affairs.
- Liaise with local government offices and local authorities on protocol/administrative matters
- Provide reception duties including answering incoming calls and responding to general enquiries
- Provide transport services to A-based officers, other staff, officials and visitors
- Produce transport plans and assist with administrative arrangements for official visits
- Maintain 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
- Collect and deliver mail and other correspondence

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

- Strong client liaison skills
- Ability to maintain confidentiality and be discreet
- Proficiency in Microsoft Office software applications
- Ability to prioritise and meet tight deadlines
- Previous experience in property and/or IT services
- Possession of a valid driver's licence, a proven safety record and extensive knowledge of road systems in the region
- Willingness to work flexible hours and undertake overtime as required
- University degree level of qualification or equivalent is 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, **Friday, 29 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 – Transport and Public Diplomacy Coordinator, Lae**

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.