



Australian High Commission  
Port Moresby

# Candidate Information Pack

## **Assistant Policy Officer Political Section**

**Closing Date: Wednesday, 11 October 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>	Assistant Policy Officer
<b>Classification</b>	Locally Engaged 6 (LE6)
<b>Reports to</b>	First Secretary, Political
<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. The Australian High Commission promotes a positive image of Australia, enhancing people-to-people links, and delivering consular assistance to Australians in need.

### **About the role**

The Assistant Policy Officer will be responsible for undertaking research, administrative tasks, coordination, planning and some analysis in support of the Political Section in the High Commission. The officer will work closely with all relevant areas of the High Commission and engage externally with stakeholders.

The Assistant Policy Officer may need to obtain an Australian security clearance.

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

- Undertake research on thematic issues in support of the work of the Political section.
- Monitor and report on PNG political developments, including provincial and national elections.
- Monitor and report on international developments relevant to PNG, including in the region and in multilateral fora.
- Contribute to analysis of domestic and international political issues relevant to PNG.
- Assist in the administration, coordination and planning of Political Section activities.

### **Required Skills and Capabilities**

- Qualifications or equivalent knowledge/expertise in any relevant field including foreign policy, development and communications
- Excellent written and communications skills in English
- Experience with media would be an advantage
- Ability to speak Tok Pisin would be an advantage

## Eligibility/Other Requirements

The successful candidate is required to obtain a satisfactory police check, medical check and may be required to travel on occasions. A current driver's license is required to drive a work vehicle.

## Selection Criteria

The following criteria will be used to assess an applicant's suitability for this position. When considering your application, the Selection Committee will seek evidence of performance against each of these criteria. **All applicants must address the selection criteria listed below to be considered for this position.**

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. Awareness of Aid Management and Development
7. Specific Specialist/professional knowledge, skills and experience

## 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 11 October 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

Please include your name and the job title in the subject line of your email for easy reference. E.g. **John Smith – Assistant Policy Officer**

**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.