



Australian High Commission  
Port Moresby



## Candidate Guidelines

Please carefully read all sections in this document. This information should assist potential candidates make an informed decision as to whether to apply for any of the positions with the Australian High Commission by explaining:

- the work of the Australian High Commission
- how to prepare and apply for a position
- the selection and assessment process
- eligibility requirements



## About the Australian High Commission in Papua New Guinea

The Australian High Commission (AHC) 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 AHC 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. We also promote a positive image of Australia, enhancing people-to-people links, and delivering consular assistance to Australians in need.

### Recruitment processes

The AHC advertises single positions and bulk recruitment rounds.

A single recruitment round is undertaken to fill a single position vacancy, where specific experience and qualifications are required, i.e. Transport Supervisor position.

A bulk recruitment round is undertaken to fill multiple vacancies at a particular level, where capability requirements are the same across different sections, i.e. Program Manager roles.

Both recruitment rounds are completed to establish a merit pool.

### How to apply

The steps of how to apply to an online application is available on the [DFAT careers page](#).

Submit your online application through the [DFAT Job List – Local Engagements page](#) by the closing date and time specified in the advertisement.

**Note all closing dates and times reflect Australian Eastern Standard Time/Australian Daylight Savings Time (AEST/ADST).**

As part of your application, you need to complete an online application which includes a one page pitch (Application Response) of no more than 1,000 words telling us how your skills, experience and qualifications makes you the best candidate for this job opportunity.

We will only process applications submitted through [DFAT Job List - Local Engagements page](#). Applications submitted through other procedures will not be progressed.

### Selection, Assessment & Outcome

#### Merit Principle

The AHC's selection process is governed by the merit principle. The merit principle requires that selections are based on abilities, qualifications, experience and standards of work performance as reflected in the selection criteria and preclude discrimination on the basis of age, gender, race or sexual preference.

The AHC aims to conduct its selection processes in a timely manner. Selection processes are usually completed in approximately 8-13 weeks while bulk selection processes may take 3-4 months.



## Notification

Given the large number of candidates who apply for jobs at the AHC, only those shortlisted for interview will be contacted.

## Selection Advisory Committee

The AHC will establish a Selection Advisory Committee (SAC) to consider applications for the advertised vacancy. The SAC is comprised of a Chair and two other members, all of whom are usually employees of the AHC.

## Shortlisting

In accordance with the merit principle, the SAC will initially assess applicants' online applications against the requirements of the position to establish a shortlist. The AHC often receives several applications for its advertised positions. The timeframe for shortlisting will depend on the size of the application field and may take several weeks to complete. Those candidates who demonstrate the strongest claims will proceed to interview.

## Assessment of candidates

The SAC may use a variety of methods to assess candidates. These may include an interview, a written exercise or a specific skills test.

## Interviews

If selected for an interview, you will receive a minimum of 48 hours' notice, however ideally, we aim to provide 3 working days' notice. Upon notification of selection for interview, the candidate should advise the Recruitment team if they have any special requirements. Shortlisted candidates who are located outside of Port Moresby will be interviewed by telephone.

Candidates are asked a range of situational, behavioural, and general questions. Each question is designed to elicit responses that demonstrate skills and abilities in, and/or knowledge of the position. All candidates are asked the same set of interview questions.

## Referees

You will be required to provide contact details for two referees that the SAC will decide to contact; ideally this should be your current supervisor and a recent previous supervisor. The SAC may decide to contact a referee – either before or after interview to verify claims made on the application form or during the interview. Not all candidates will have a referee check conducted – this will be at the discretion of the SAC.

It is your responsibility to advise your referees that they may be contacted by a member of the AHC's Recruitment team.

**For current and former AHC staff, you are required to include your most recent Counsellor or Minister-Counsellor as a referee. Applicants may request a third referee check if they desire.**

## Merit pool and Placement

The SAC will recommend a merit pool to the delegate for approval.

Candidates rated Suitable and above will be placed in the merit pool. A merit pool is valid for up to 18 months from the date the position was originally advertised and may be used to fill another position in the event it becomes vacant within this timeframe.



Being found suitable does not guarantee a promotion, transfer or offer of employment. If a candidate declines the position offered, they will be placed back in the merit pool, and may be offered another position within the 18-month timeframe.

## Outcome

At the completion of the selection and assessment process, all interviewed applicants will receive a notification advising whether they are successful for the role or not.

## What should I include in my one page pitch (Application Response)?

In preparing your application, you should work on the assumption that the SAC has no prior knowledge of you and note that the one page pitch (pitch) is different from a cover letter.

Your pitch is a chance to tell the SAC why you are the right person for the job. The SAC wants to know why you want to work at the AHC, why you are interested in the role, what you can offer them, and how your skills, knowledge, experience and qualifications are applicable to the role. In short – why should we hire you?

### Addressing the requirements of the position

The information in the position description, will help you understand the responsibilities and tasks of the position. The position description describes the skills, knowledge, experience and qualifications (if any) a person needs to perform the role effectively.

It is essential to address any job-specific information or qualities that have been identified in the position description.

The pitch gives you the opportunity to tell a story and use examples that may cover a range of skills and experiences, such as organisational skills, oral and written communication skills, and the ability to work as part of a team.

You should provide relevant examples from your work, study or community roles. Be clear and to the point.

Try not to duplicate information that can already be found in your employment summary but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

You have **1,000 words** to complete your pitch. Ensure grammar and spelling are correct, and you have used the correct punctuation where appropriate.

## Submitting your application

You must submit your online application before **the closing time**. Once the closing time has passed, the vacancy is automatically removed from the website.

## Helpful Hints in Applying

Please take your time preparing for your online application as our decision on who moves forward will be based on the information you provide. Remember to draw on experience you have gained from work, study or community roles to demonstrate your skills and complete all areas of the application.

- Only applications in English will be processed;
- Upload only requested documents.

## Updating your details

You can update your contact details at any time before the advertisement closes.

## Who to contact

All queries relating to job applications should be directed to the Recruitment team via email [pngahc.recruitment@dfat.gov.au](mailto:pngahc.recruitment@dfat.gov.au). Applications emailed to this email address will not be progressed.

## Important things to note

- The AHC employees are expected to adhere to the Locally Engaged Staff Code of Conduct and employment principles in terms of performance and standards of behaviour.
- The AHC promotes a workplace free from discrimination and harassment, and is a smoke and betel nut (buai) free environment.
- The AHC is a COVID-19 vaccinated workplace.

## Eligibility Requirements

There are basic eligibility requirements, which applicants must meet should they be offered a role at the AHC:

- **Entitlement to work:** You must be entitled to work in Papua New Guinea by virtue of your citizenship. For all other non-national candidates who are successful for a position at the AHC, employment is conditional on the relevant Papua New Guinea Government authorities granting permission to enter and remain in Papua New Guinea to work for the AHC. It is the employee's responsibility to obtain relevant documents and ensure that they are compliant with Papua New Guinea immigration regulations relating to their employment. All costs associated with relocation to and stay in Papua New Guinea, including visa fees, are the employee's responsibility.
- **Character requirements:** You must be of good character and demonstrate exemplary standards of integrity and professionalism.
- **Medical requirements:** Offers of employment are conditional on the satisfactory completion of a medical check. If you are successful for a position at the AHC, an appointment will be made for you. This is to determine if you meet the required standards of health and physical fitness before you are engaged to the AHC.
- **Security requirements:** Offers of employment are conditional on the satisfactory completion of a local police and security probity check. If you are successful for a position at the AHC, the Recruitment team will provide the relevant information to assist you with this process.
- **Academic/Professional qualifications:** Any claims you make with regard to academic and/or professional qualifications must be verifiable with the relevant institution. False claims could lead to rescission of an offer of employment or disciplinary action, including possible termination of employment.