



**Australian High Commission  
Port Moresby**

# Candidate Information Pack

## **War Graves Supervisor, Kokopo Office of Australian War Graves**

**Closing date: Friday 24 February 2023**

**Email enquiries to: [pngahc.recruitment@dfat.gov.au](mailto:pngahc.recruitment@dfat.gov.au)**

This information pack should assist potential candidates make an informed decision as to whether to apply for this position by explaining:

- the work of the Australian High Commission;
- the role the Australian High Commission is recruiting for; and
- how to apply for this vacancy.

## POSITION DESCRIPTION

Position number	200005
Position title	War Graves Supervisor, Kokopo
Position type (Full-time/Part-time/Casual)	Full-time
Classification level	Locally Engaged 2 (LE2)
Section/Agency	Officer of Australian War Graves (OAWG)
Reports to (position title)	OAWG Assistant Manager
Location	Kokopo, East New Britain

### About the Australian High Commission in Port Moresby

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.

### About the Department of Veteran's Affairs


The mission of the Department of Veterans' Affairs (DVA) is to support those who serve or have served in defence of our nation and commemorate their service and sacrifice. In fulfilling this mission, the Office of Australian War Graves within the DVA is responsible for the construction and maintenance of official Australian memorials overseas.

### About the position

Under direction, the War Graves Supervisor will supervise the staff, structures and grounds at the Australian War Cemetery site in Bitapaka, Kokopo, maintained and operated by the Office of Australian War Graves (OAWG) in PNG.

### The key responsibilities of the position include, but are not limited to:

- Supervise garden and grounds maintenance to ensure a clean, safe and healthy grounds and garden environment for the war cemeteries sites
- Ensure a safe and healthy working environment, including the correct use of safety equipment and chemicals, in accordance with Work, Health and Safety requirements
- Assist to develop and implement work plans and prioritise tasks
- Supervise general maintenance of worksites, machinery and structures, including headstones, irrigation systems and war grave monuments
- Supervise the operation of plant, vehicle and mowing equipment
- Identify parts, tools, and fuel supply requirements and report to supervisor at Bomana War Cemetery in Port Moresby
- Identify maintenance requirements for structures, grounds and equipment and report to supervisor
- Liaise with suppliers, veteran representatives and visitors at sites

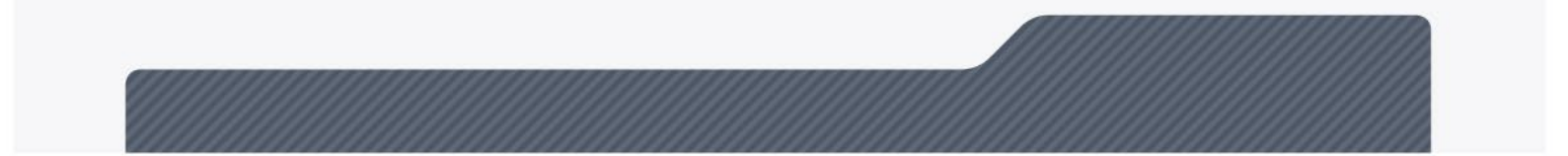
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- Prepare reports relating to progress of scheduled tasks and maintenance work
  - Monitor the performance of contract security services and other contractors at the Cemetery.

### **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
- Proficiency in Microsoft applications

### **Eligibility/Other Requirements**

Offers of employment are conditional on the satisfactory completion of medical and local police security checks. The Australian High Commission is a COVID-19 vaccinated workplace.





## ONE-PAGE PITCH

The Australian High Commission (AHC), Port Moresby uses the one-page pitch (**1,000 word limit**) approach to job applications. The one-page pitch streamlines the recruitment process for the AHC, the Selection Advisory Committee (SAC) and applicants.

Your one-page pitch should address your work experience and capabilities against the position description. It is a chance to tell the SAC why you are the right person for the job.

The SAC want to know why you are interested in the role, what you can offer the AHC, and how your skills, knowledge, experience and qualifications are applicable to the role. In a nutshell – why we should hire you?

### **Addressing the requirements of the position**

The information in the position description (pages two to three), 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. The SAC will assess how applicants address these requirements to create a shortlist of applicants suitable to move to the next stage of the recruitment process.


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.

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

Please make sure you stick to the one-page word limit.

Edit your responses for grammar, spelling and punctuation.



## HOW TO APPLY

Applications must be submitted to the Human Resources Section at [pngahc.recruitment@dfat.gov.au](mailto:pngahc.recruitment@dfat.gov.au) by **4:30pm on Friday 24 February 2023**.

### Late applications will not be accepted.

1. For your application to be considered, you must complete the **Job Application Form**. The form captures all the relevant details required at this stage of the recruitment process, including:
  - Your personal details;
  - Your employment history;
  - Information regarding your education, qualifications and relevant training;
  - The names and contact details of two professional referees;
  - Information on any volunteer programs you have undertaken if they demonstrate personal achievements or relate to the selection criteria; and
  - Your one-page pitch.
2. Please do not include or attach any of the following documents:
  - Curriculum vitae; or
  - Certificates, awards etc.

These documents may be requested at interview.

Emailed applications **must** include your name and the job title in the subject line of your email for easy reference.

For example: **John Smith – War Graves Supervisor**

## WHAT HAPPENS NEXT

### **Acknowledgement**

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

### **Shortlisting**

The shortlisting of candidates will commence after the advertisement closing date. The timeframe for shortlisting will depend on the size of the applicant field, and may take several weeks to complete. The Selection Advisory Committee (SAC) will shortlist candidates against the requirements of the position and only those candidates who demonstrate the strongest claims will be shortlisted for 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.

### **Interview**

The SAC will give a candidate a minimum of three days' notice prior to interview. Upon notification of selection for interview, the candidate should advise the Human Resources section if they have any special requirements.

All interviewed candidates will be advised of the selection process outcome via email.

### **Referee Reports**

Candidates should include the details of two professional referees in their Job Application Form. Ideally, one will be a current or recent supervisor. In most circumstances, referee reports will only be requested from candidates shortlisted for interview.

### **Selection**

The AHC's staff 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.

### **Order of Merit and Placement**

This is a bulk recruitment round and a number of vacancies in different areas will be filled through this round.

Suitable candidates will be placed on an Order of Merit. An Order of Merit is valid for up to 18 months from the date the position was originally advertised and may be used to fill a 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 on the Order of Merit, and may be offered a position within the 18-month timeframe.

*The Australian High Commission promotes a workplace free from discrimination and harassment, and is a smoke and betel nut (buai) free environment.*