



**Australian High Commission
Port Moresby**

Candidate Information Pack

Gardener positions

Closing date: Friday 17 April 2026

Email enquiries to: 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 and the Office of Australian War Graves;
- the role the Australian High Commission and the Office of Australian War Graves are recruiting for; and
- how to apply for this vacancy.

ROLE PROFILE

Position number	Multiple positions
Position title	Gardener
Position type (Full-time/Part-time/Casual)	Full-time
Classification level	Locally Engaged 1 (LE1)
Section/Agency	DFAT and DVA
Reports to (position title)	Gardening Supervisor
Location	Port Moresby, Kokopo and Lae

About the Department of Foreign Affairs and Trade

The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high quality overseas aid program and helping Australian travellers and Australians overseas. The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional and bilateral interests.

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.

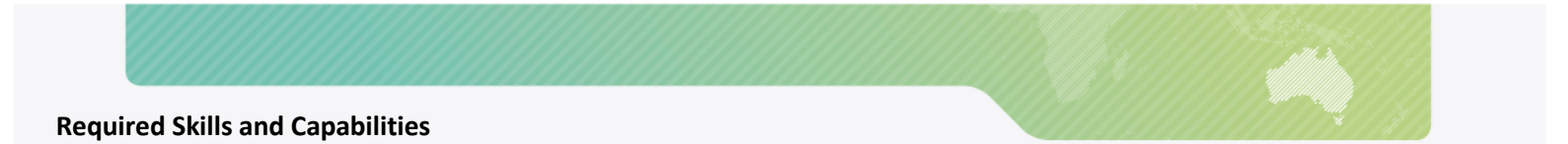
About the positions

The Australian High Commission in Port Moresby is seeking experienced and energetic individuals to fill Gardener positions in the DFAT Property and Office of Australian War Graves teams.

Working under close supervision and within set timeframes, Gardeners will work with the Gardening teams to maintain a well-kept and safe environment at the Australian High Commission grounds and residential compounds in Port Moresby or the Australian War Graves sites in Port Moresby (Bomana), Lae, and Kokopo (Bitapaka).

Key responsibilities of this position include but are not limited to:

- Perform routine garden and grounds maintenance, including collection and removal of debris and litter from gardens and surrounding grounds, pruning overgrown tree branches, vines and shrubs, maintaining footpaths and pavements ensuring they are free of weeds and maintaining garden beds ensuring that dead plants are replaced, garden beds are installed, weeded, fertilised and mulched as directed.
- Correctly use and safely operate chainsaws, hedge trimmers, lawn mowers, chipper shredders, whipper snippers and other tools as required.
- Maintain machines, tools and gardening equipment in good working condition, and report faulty equipment and machines for repair as necessary.
- Use herbicides in accordance with safety directions.
- Check and report any irrigation faults.
- Assist the Warehouse Team with the moving of furniture and white goods as required.
- Assist with the set-up of decorations for special functions.
- Perform horticultural tasks in the nursery (Bomana War Cemetery only).
- Maintain and carry out repairs to the irrigation system (Bomana War Cemetery only).
- Perform cleaning duties of the work areas and related facilities.




Required Skills and Capabilities

- Extensive experience as a Gardener
- Thorough knowledge of gardening techniques, plant care and landscaping
- Ability to work efficiently and with a team to a high standard
- Good basic English communication skills
- Physically fit and able to perform manual gardening tasks
- Willingness to adhere to all health and safety regulations
- Flexible and reliable with a can-do attitude
- Current driver's licence is desirable

Eligibility/Other Requirements

Offers of employment are conditional on the satisfactory completion of medical and local police security checks.





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 by **4:30pm on Friday 17 April 2026**.

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 – Gardener**

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 12-month timeframe.

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