



Australian Embassy Pohnpei

ADMINISTRATIVE OFFICER [PROPERTIES, ASSETS & FACILITIES]

APPLICANT INFORMATION PACKAGE

Closing Date for applications:

5pm Sunday 14 July 2020

Australian Embassy Overview

The Australian Embassy in Pohnpei is responsible for Australia's relations with the Federated States of Micronesia (FSM) and the Republic of the Marshall Islands (RMI). The Embassy also has consular, reporting and visiting responsibility for the United States Territory of Guam and the Commonwealth of Northern Mariana Islands (CNMI).

The role of the Embassy is:

- To advance the interests of Australia and Australians in Micronesia.
- The protection and advancement of Australia's national interests through contributions to trade and investment, tourism, development and international security interests.
- Deliver an innovative aid program which contributes to the sustainable economic growth, poverty reduction and stability in Micronesia.
- The provision to Australians of information about and access to consular and passport services in Australia and overseas.
- To promote Australia's foreign, trade and development priorities and a positive image of Australia internationally.

Australian Embassy's Diversity Policy

Our recruitment decisions are made on the basis of merit and we do not discriminate on the grounds of gender, age, race, ethnicity, religion or disability. Our employees enjoy equity and fairness in the workplace, opportunities for professional development, and support to balance their work and private lives.

The department is committed to providing equal employment opportunities, access, equity and social inclusion for all employees, and in particular for the following groups:

- women
- people from a non-English speaking backgrounds, and
- people with a disability.

We strongly encourage suitably qualified people including those with disabilities to apply for our advertised vacancies. We aim to provide a work environment which is inclusive, supportive will make reasonable adjustments for applicants with disabilities and for people with disability who are applicants for employment. If you need any assistance or adjustments to participate fully in the application/interview process, please contact: +691 320 5448

Employment opportunities will not be denied to anyone because of the need to make reasonable adjustment for a person's disability.

Position Details

The Embassy is seeking applications from suitably qualified persons to apply for the full time position of **Administrative Officer [Properties, Assets & Facilities]**.

The successful applicant will work under the supervision of Senior Administrative Officer [SAO] to ensure the Australian Embassy, staff residence, facilities, equipment, furnishings and official vehicles are safe, well maintained and reliable.

Full Time Contract: This is a **full time contract** which includes a three-month probation period.

Salary: The salary range offered to the successful applicant will start at **USD \$16,141 per annum**. Advancement is possible through the Embassy's Performance Management System. The Embassy has an attractive remuneration package including recreation, flex-time and personal leave.

Eligibility / Other Requirements: The successful applicant will be required to obtain satisfactory police and medical clearances.

Application Process: Interested applicants need to provide a resume/CV and address the selection criteria. The selection criteria and duty statement are at **Attachment A**.

Please note that all of the selection criteria need to be addressed within the written application to be considered for interview. Attachment B and C should also be completed and included in your application. Incomplete applications will not be accepted.

Please **email** the following documents to the address below:

1. **Resume/CV**
2. **Written Response to each of the Selection Criteria (Attachment B)**
3. **Completed Attachments C and D**

Email to: jone.raikabula@dfat.gov.au

Applications close at **5pm Friday 12 July 2020**.

No late applications will be considered.

Attachment A

Administrative Officer – [Properties, Assets & Facilities]

Duty Statement

1. Assist in providing building management services including coordinating and supervising maintenance of Australian Embassy properties and assets
2. Liaise with Australian facilities management contractors, local contractors, suppliers and staff in regards to property repairs and maintenance
3. Make recommendations to manage risk and prioritise work to minimise hazards to safety and security
4. Maintain records, and generate reports of progress on property work using online and electronic record keeping systems
5. Undertake regular inspections of properties and plan for the maintenance and replacement of worn, damaged or obsolete items
6. Arrange logistics for official functions and events
7. Assist in maintaining inventories and undertaking stocktakes of furniture, plant and equipment
8. Assist in the management of the Embassy's security guard and gardening contracts
9. Arrange the repair, servicing and maintenance of fleet vehicles, including the Embassy boat
10. Manage the allocation of fleet vehicles including monitoring vehicle and fuel usage and driving vehicles as required
11. Assist the SAO to administer property related budgets and allocations by preparing plans and estimates and monitoring expenditure
12. Undertake property related research and procurement in accordance with procurement guidelines
13. Prepare purchase orders, certify invoices and verify payment documents for property related expenses

Attachment B

Administrative Officer – [Properties, Assets & Facilities]

Please provide **written responses** to all five Selection Criteria below based on your qualifications or previous work experience. All criteria have equal weighting. For each of the selection criteria, you should provide an example of a time when you were able to display the “**selection criteria**”.

SELECTION CRITERIA

1. Minimum 3 years’ relevant experience either in property management including having background knowledge of building and mechanical activities whilst working for a government, or non-government organisation (NGO), or a regional or international organisation;
2. Strong organizational and administrative skills;
3. High level of interpersonal, oral and written communication skills with an emphasis on negotiation and stakeholder engagement; and
4. Demonstrate a high level of organisational and management skills, ability to set priorities, take initiative and would be able to work productively with minimal supervision in undertaking the duties of the position;
5. Ability to use IT systems and software packages effectively, particularly Microsoft Office applications (Word, Excel, etc).

Attachment C

Employment & Qualification Background

1. Personal Particulars

	Surname	Given Name(s)

Personal Details

Date of Birth: _____ Place of Birth: _____

HK ID Card number *and/or* Passport Number: _____

Nationality. Present: _____ At Birth: _____

Address, telephone contact details, email address; _____

2. Current Employment

Month/Year Commenced	Employer	Position

3. Previous Positions Held (including movement within an organisation)

Month/Year Commenced	Month/Year Finished	Employer	Position	Level

4. Academic Qualifications

Year Received	Qualification	Institution

5. Languages

	Proficiency Level

6. Other e.g. Awards, Academic Appointments, Publications, Professional Associations, etc

Attachment D

Referee contacts

Please provide the names and details of two referees whom the Embassy can contact if you are short listed for the interview.

Referee 1

Full name of Referee:	Relation to Applicant (employer/supervisor):
Occupation (Position and company):	Phone:
Email:	

Referee 2

Full name of Referee:	Relation to Applicant (employer/supervisor):
Occupation (Position and company):	Phone:
Email:	