The Australian High Commission (AHC) invites applications for the position of:

**Corporate Services Manager**

The Australian High Commission (AHC) invites applications for the position of Corporate Services Manager to commence as soon as possible. The terms of employment will be in accordance with the AHC’s Locally Engaged Staff Terms and Conditions of Employment (Republic of Kiribati).
Employment will be offered on an on-going basis at the **LE5 level** with a starting annual salary of **$30,514.56**. Continued employment is subject to successful completion of a six-month probation period.

The AHC offers an attractive conditions package that includes recreation and personal/carers leave, and an annual medical examination. The terms of employment will be in accordance with the AHC’s Locally Engaged Staff Terms and Conditions of Employment (Republic of Kiribati).

The AHC will not be responsible for any costs incurred in relation to relocation, accommodation arrangements or the return of the officer to their country or location of origin.

**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.

**Position Description**

The position description is attached separately.

**PREPARING YOUR APPLICATION**

**Your application must include:**

1. Employment and Qualification Background Complete Attachment A

The form is attached for completion.

1. Application Level selection and Statement of Claim Complete Attachment B

Here you will indicate for which position level(s) you wish to apply. **Please note that you will only be considered for the level(s) for which you apply.** You can apply for more than one position level.

In your statement of claim, you will write a maximum 500-word statement on why you believe that you are the most suitable candidate for the advertised position, **with reference to the responsibilities, capabilities and qualifications/experience as detailed in the relevant position description.**

***Applications without a Statement of Claim included will not be considered.***

The Statement of Claim is the centrepiece of your application and should be presented in a concise and focussed manner. In preparing your Statement of Claim, you **must** address the subject question and highlight relevant experience and training. You may also include examples of work you have done and demonstrate how your contribution resulted in a positive outcome for your employer.

The STAR model is one way of presenting information against selection criteria. For each criterion think about the following and use these points to form sentences:

* **Situation -** Set the context by describing the circumstance where you used the skills or qualities and gained the experience.
* **Task -** What was your role?
* **Actions -** What did you do and how did you do it?
* **Results** - What did you achieve? What was the result and how does it relate to the position you are applying for?

If you find it difficult to identify examples, you can still show you understand what is required and how it should be done.

Show that you are well prepared and thorough by ensuring your statement of claim is free of spelling or grammatical mistakes. Where possible, have someone, such as a colleague or supervisor, read over your application before lodging it.

Please note your Statement of Claim should be written in English. The application is used by the selection advisory committee to assess your writing and organisational skills, as well as your eagerness for the role.

1. Provide contacts for two referees Complete Attachment C

You need to provide contacts for two referees who are familiar with your professional, as well as personal, skills and competence. In most cases referees are not contacted unless you are shortlisted for the position, however, if we have a tight timeframe, we may contact referees before interviews.

1. *Optional* Equity and Diversity Data Sheet Complete Attachment D

The form is attached.

The attached Equity and Diversity Data Sheet is not compulsory; however, it helps us to ensure we are targeting a diverse range of potential employees and it enables applicants to bring to our attention any specific needs they might have – for example highlighting any disabilities which may need to be taken into consideration at the interview venue.

**Your completed application package must be emailed to** Tarawa.Jobs@dfat.gov.au **or submitted to the AHC office, Bairiki, no later than Monday 7th July 5:00pm (Kiribati time)**

**Late or incomplete applications will not be taken into consideration.**

We thank all applicants for their interest, however only those selected for an interview will be contacted. The Australian High Commission in Tarawa is committed to protecting the privacy of your personal information. Information provided will be used for recruitment and employment purposes only.

**ATTACHMENT A Employment and Qualification Background**

**1. Personal Particulars**

|  |  |  |
| --- | --- | --- |
| Title | **Surname** | **Given Name(s)** |
|       |        |       |
| **Contact Details – address, telephone contact details, email address** |

**2. Current Employment**

|  |  |  |
| --- | --- | --- |
| **Month/Year****Commenced** | **Employer** | **Employer** |
|       |       |       |
| Brief Description of your duties |
|       |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month/Year****Commenced** | **Month/Year****Finished** | Employer | **Position** | **Level** |
|       |       |       |       |       |
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**4. Academic Qualifications**

|  |  |  |
| --- | --- | --- |
| **Year Received** | **Qualification** | **Institution** |
|       |       |       |
|       |       |       |
|       |       |       |

**5. Languages**

|  |  |
| --- | --- |
| **Language** | **Proficiency Level** |
|       |       |
|       |       |
|       |       |

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

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**ATTACHMENT B Application Level Selection and Statement of Claim**

All applicants must write a statement of claim (maximum 500 words) to answer the following question.

* **Why do you believe you are the most suitable person for the position Corporate Services Manager?**

**TIP:** You should ensure your statement aligns with the responsibilities, capabilities and qualifications/experience as detailed in the relevant position description.

**ATTACHMENT C Referee Contacts**

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

**Referee 1**

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

**Referee 2**

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

**ATTACHMENT D Equity and Diversity Data Sheet (Optional)**

The Australian High Commission is committed to providing a fair, flexible, safe, and rewarding workplace and actively encourages a working environment that is free from harassment and discrimination. The AHC recognizes diversity and the benefits associated with building a workforce that reflects this diversity.

Measures are taken to eliminate employment-related disadvantages based on gender, race, or ethnicity, or physical or intellectual disability. To ensure these measures are effective, statistical information about the employment of people in these groups is required. You are not obliged to complete this form, however, by doing so you will help ensure the data collected reveals an accurate reflection of the diversity of our workforce.

**Gender:** M F

**Are you an Australian citizen:** Yes No

**Were you born in Australia:** Yes No

**If you are not an Australian, what is your nationality?**

**Is English your first language:** Yes No

**Do you have a disability?** Yes No

**(Please indicate below any special requirements you may have at interview.)**

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*NOTE: In accordance with the Commonwealth Privacy Act, these details will not be disclosed to other agencies, persons, or organisations. Composite statistical data will be used for reporting purposes only.*

**Attachment: Position Description**

|  |  |
| --- | --- |
| **AGENCY** | **Department of Foreign Affairs and Trade** |
| **POSITION NUMBER** | TW006 |
| **POSITION TITLE** | Corporate Services Manager |
| **CLASSIFICATION** | LE5 |
| **SECTION** | Corporate Team - Administration |
| **REPORTS TO (TITLE)** | Senior Administration Officer (SAO) |

**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 role**

Under the general direction of the SAO, the Corporate Services Manager is responsible for the efficient and effective delivery of financial, administrative, consular and passport operations, and project management at the Australian High Commission (AHC). The Corporate Services Manager also manages the delivery of information technology and communications (ICT) and human resource services.

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

* Manage and supervise all corporate staff, ensuring that they have the required skills and knowledge to provide the full suite of required services and ensure complete and accurate records are maintained.
* Manage a range of administrative, financial and operational matters including preparing timely written correspondence and reports.
* Plan, manage and provide logistical support on a range of projects as identified by senior management.
* Manage post budgets and allocations, including the Direct Aid Program, monitor expenditure, prepare financial estimates and plans, and advise on budget issues. Manage the AHC bank cash balance, and oversee income and expenditure.
* Provide strategic and practical advice to post management on matters relating to HR, finance property and ICT.
* Ensure compliance with Australian and Kiribati legislation as well as DFAT policies and procedures
* Manage and undertake the provision of consular, passport and notarial services to Australian citizens in Kiribati and maintain the Crisis Action Plan (CAP), including the regular review and testing of the CAP.
* Develop and maintain relationships with various stakeholders on a range of project and operational issues
* Manage the delivery of ICT services for AHC staff.

Capabilities

* Demonstrated experience managing a small team.
* Ability to establish priorities and manage multiple tasks to meet deadlines
* Ability to work under minimal supervision, either as part of a team or individually
* Strong ICT skills and proficiency in Microsoft Office
* Good planning, organisational, analytical and decision-making skills
* Effective communication skills including the ability to prepare reports, proposals, policies and procedures
* Excellent customer service and interpersonal skills

Qualifications/Experience

* Relevant qualifications or experience in the area of finance and administration, business or management