



**Australian High Commission
Fiji**

Candidate Information Pack

High Commissioner's Residence: Chef/Cook

Applications Close: 4.00pm, Monday 25 September 2023

Salary - \$25,000 per annum (Negotiable)

Email applications to:

ahcsuvavacancy@dfat.gov.au

High Commissioner's Chef/Cook

The Australian High Commissioner to the Republic of Fiji and Special Envoy for the Pacific and Regional Affairs is seeking an enthusiastic and flexible individual to join their residence staff as the resident Chef/Cook. The successful candidate should be proficient across a broad range of culinary skills, with knowledge of different cuisines, specialty ingredients, baking and patisserie. A working knowledge of English is required.

This is a full-time position, employed directly by the High Commissioner. Working within a small team and under limited supervision, the successful candidate must be able to work collaboratively and is responsible for all aspects of food preparation and delivery in relation to the High Commissioner's meals (private and formal) and official functions and events.

Applying for a Job with an Australian Embassy, High Commission or Other Post

In general, selection decisions for jobs and promotions within Australian embassies, high commissions or other posts are based on three elements: a written application, referee report/s and an interview.

The following guidelines aim to assist staff prepare a written application, prepare for an interview and to prepare their referees to provide a comprehensive and supportive referee report.

1. Written Application

You must include an application letter and a brief curriculum vitae.

Advertisement

All advertised positions have a corresponding advertisement setting out in brief the responsibilities and tasks required in the job. The advertisement also sets out the experience, skills, and personal qualities a person needs to perform the role effectively.

Position Description

All advertised positions have a corresponding position description setting out the key responsibilities of the position and providing an outline of the experience and qualifications a person needs to perform the role effectively.

Curriculum Vitae

Your resume should be brief (**no more than 3 pages**) and include your current position, previous positions (working backwards), academic qualifications, languages, and other relevant information. Please include brief information about each of the previous positions you have held.

2. Referee Reports

You will be required to supply contact details of two referees that the Selection Panel may contact; this should be your current supervisor and a recent past supervisor. The Selection Panel may decide to contact a referee – either before or after interview. The committee may contact you in cases where you have advised the Selection Panel not to at this stage. The Selection Panel may seek comments from others who know your work but you have not listed them as a nominated referee. If this is the case the Selection Panel may contact you beforehand. Not all candidates will have a referee check conducted; this will be at the discretion of the Selection Panel.

If you are currently working within the Australian High Commission, Suva it is your responsibility to advise your referees that they may be contacted by a member of the Selection Panel. If you work in private employment, the Selection Panel or a representative of the Selection Panel may call you to discuss contacting referees.

Referees' comments should be framed around the position description. The Selection Panel will seek evidence-based evaluations of your performance against the position description. We recommend that you discuss your claims with your referees to ensure that you are aware of the comments they may make in discussions with the selection panel. If an adverse comment is made that will have a significant bearing on an application, the Selection Panel will give the applicant concerned the opportunity to respond to the adverse comment(s).

3. Interview

Many people are nervous about interviews. Solid preparation is the key to a successful interview.

On the basis of the position description, you may be asked a range of questions to demonstrate your skills and abilities. These could

include behavioural-based questions and hypothetical scenario questions.

The following interview tips might be helpful:

- Know your own story:
 - ✓ your key selling points.
 - ✓ examples of achievements relevant to the position description and
 - ✓ what you might have done differently with the benefit of hindsight
- Know the role and its broader context:
 - ✓ be familiar with the position description.
 - ✓ understand the work level standards required;
 - ✓ understand the broader context: the mission's and Department's priorities and how the job you are applying for fits into this picture; and
 - ✓ be aware of current affairs
- Practice aloud to get comfortable with the wording of examples you might use, but don't learn responses by rote – you don't know what the questions are yet!
- You may be given a copy of the questions a few minutes before interview. Be ready to jot down some notes
- Dress appropriately for the interview and check your appearance in the mirror. You should feel comfortable and confident with your appearance
- Questions tend to be broad, open, behaviour-based questions to allow you to convince the interviewer of your suitability for the job/promotion
- Present clearly and confidently
- Questions need to be answered as if you were already at the level
- Manage your time. If you have a 20-minute interview, you can't afford to spend 15 minutes on your first answer
- You may be asked if there is anything you want to add – be ready
- Remember the 6 P rule:
 - ✓ Proper Prior Preparation Prevents Poor Performance.

Note:

- The position you are applying for is not an Australian Public Service position.
- Working for the department requires the highest standards of conduct. Exemplary ethical conduct on the part of the department's employees contributes significantly to the standing of the department in Australia and overseas and the overall effectiveness of its work. Employees are required to comply with the LES Code of Conduct.
- This is a locally engaged position subject to Fiji labour laws. All costs and arrangements for a work permit (if required, to be eligible to work in Fiji) are the responsibility of the applicant.

About the Australian High Commission in Suva

The Australian High Commission is located at 37 Princes Road, Tamavua, Suva.

Australia has had diplomatic representation in Fiji since 1964.

The Australian High Commissioner to the Republic of the Fiji Islands is the official representative of the Australian Government in Fiji. The High Commissioner is also Australia's Permanent Representative to the Pacific Islands Forum Secretariat.

The following Australian Government departments are represented at the High Commission:

- Department of Foreign Affairs and Trade (DFAT)
- Australian Trade Commission (Austrade)
- Australian Federal Police (AFP)
- Australian Defence Force (ADF)
- Department of Home Affairs (DHA)
- Australian Centre for International Agricultural Research (ACIAR)

Additional information pertaining to the Australian High Commission can be obtained from our website www.fiji.embassy.gov.au

Position Description

High Commissioner's Residence: Chef/Cook

The Australian High Commissioner to the Republic of Fiji and Special Envoy for the Pacific and Regional Affairs is seeking an enthusiastic and flexible individual to join their residence staff as the resident Chef/Cook. The position is an integral part of the High Commissioner's team which focuses on furthering Australia's interests in Fiji and the Pacific.

The position is full-time employed directly by the High Commissioner. Working within a small team and under limited supervision, the successful candidate must be able to work collaboratively and is responsible for all aspects of food preparation and delivery in relation to the High Commissioner's meals (private and formal) and official functions and events.

The successful candidate should be proficient across a broad range of culinary skills, with knowledge of different cuisines, specialty ingredients, baking and patisserie. A working knowledge of English is required.

The position reports to the Residence Manager.

Food preparation

- Work with the High Commissioner, their Executive Assistant (EA), Residence Manager and Housekeeper to coordinate meals in accordance with relevant dietary requirements, ingredient themes and financial scopes.
- Prepare meals for the High Commissioner and their family.
- Develop menus and prepare meals (both formal and informal) for the High Commissioner's guests.
- Develop menus and prepare catering for receptions and events hosted by the High Commissioner.
- Prepare meals and light refreshments for official visitors as required.
- Ensure food is prepared and stored in accordance with the highest standards of hygiene and food safety.

Kitchen management

- Ensure that the kitchen, storerooms and official areas of the residence are maintained in a clean and efficient manner.
- Wash, clean and sanitise dishes and utensils.
- Monitor kitchen equipment and report maintenance issues to the Australian High Commission property team.
- Maintain and monitor stock control and procure and shop for ingredients.
- Assist the Residence Manager with the management of the official alcohol stock.

Event Coordination and general household

- Liaise with High Commissioner's EA and the Residence Manager regarding functions and events the High Commissioner is hosting.

- Liaise with High Commissioner's EA to ensure purchases for functions and events are undertaken in accordance with financial management requirements.
- Assist the Residence Manager in the preparation of the residence for functions and events being hosted by the High Commissioner (movement/rearranging of furniture, coordination of decorations, cleaning, general presentation of the residence).
- Assist in arrangements for the High Commissioner's house guests.
- Supervise maintenance/repair staff at the residence, where required.
- Assist the Residence Manager and Housekeeper in management of the household where necessary.

Other duties

- Other duties as directed by the High Commissioner or Residence Manager.

Conditions of employment

- The gross salary is FJD24,000 per annum (negotiable).
- Standard working hours are 40 hours per week. There will be occasions where additional work hours are required. In such cases, time off in lieu or overtime will be granted.
- Employment is subject to an initial probation period of up to six months.
- There are 10 days of recreation leave per year and 10 days personal / carer's leave per year.
- An annual bonus (equivalent to four (4) weeks of base salary or pro-rata) upon completion of 12 months of employment.
- The successful candidate is required to join the Fiji National Provident Fund (FNPF). The High Commissioner will contribute 10 per cent to the FNPF and the successful candidate is expected to contribute 7 per cent from their fortnightly gross salary.
- Working uniforms will be provided by the High Commissioner.
- Overnight self-contained accommodation is available at Australian High Commission compound on an ad hoc basis.

Interested individuals should provide a CV detailing relevant experience to the following email address: **ahcsuvavacancy@dfat.gov.au** by close of business **Monday 25 September 2023**. Shortlisted candidates will be contacted to undertake an interview. The successful candidate would preferably commence in October 2023.