



**Australian High Commission
Fiji**

Candidate Information Pack

Defence Office Administrator SUV106, LE4

Applications Close: 4.00pm, Monday 20 March 2023

Email applications to:

ahcsuvavacancy@dfat.gov.au

Defence Office Administrator, LE4

The Australian High Commission is seeking a suitably qualified and experienced person for the above position. The successful applicant will have experience in administrative and financial management, budget forecasting and planning, procurement and negotiating with internal and external stakeholders. The person will provide support to management and have strong ability to exercise good judgement and be able to work independently.

Under direction, the Defence Office Administrator provides administrative support to the Defence Office Manager. The role will also undertake driving duties when required.

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

Your submission must include the completed Application form (including the one-page pitch) and a brief resume.

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.

Resume

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– including publications and awards. Please include brief information about each of the previous positions you have held.

One page pitch

Your one-page pitch (between 800 - 1000 words) is a chance to tell the Selection Panel why you are the right person for the job. This is your first opportunity to demonstrate your claims against the position description and advertisement.

Read the position description and advertisement carefully! Your one-page pitch is your opportunity to advise the selection panel of your workplace achievements as they relate to the position description and advertisement. You need to demonstrate in the one-page pitch that you have the required knowledge, skills and experience. Do not make assertions about skills or experience. Use recent examples as far as possible.

Please note that your application will not be considered if the one-page pitch is not completed.

Treat your application like a formal document

Ensure grammar and spelling are correct, and that you have used the correct punctuation where appropriate. **We strongly recommend you write your one-page pitch in an application such as Microsoft Word and then copy and paste it into your application form when completed.** This should prevent the loss of your work and spelling errors.

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 – LE6

AGENCY	Department of Defence
POSITION NUMBER	SUV106
POSITION TITLE	Defence Office Administrator
CLASSIFICATION	LE4
DIVISION/POST/SECTION	Suva
REPORTS TO (TITLE)	Office Manager
CONTRACT TYPE	Ongoing

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

- Provide the administrative and financial management of the offices (Fiji and Tuvalu), including the management and processing of financial claims and preparation of financial monthly and annual reports.
- Help the Defence Adviser with budget forecasts and planning, and monitoring implementation of the Defence Section-Suva Business Plan.
- Manage the procurement and maintenance of goods and services including liaising with suppliers and arranging quotations, conducting stock takes and audits, and arranging asset disposal.
- Develop and maintain sound office financial procedures.
- Provides and allocate physical and IT resources to ensure that the office delivers operational requirements effectively and efficiently.
- Help with administrative requirements of Defence personnel posted to Suva, including, accommodation, official travel bookings and financial services.
- Liaise and negotiate effectively with stakeholders, including Defence staff in Canberra, Tuvalu, other agencies, and external organisations.

- Liaise with Department of Foreign Affairs and Trade staff responsible for delivering services under the Head Arrangement.
- Provide cultural and local advice to the Defence Adviser
- Monitor cables and local media, and process Diplomatic Air and Naval Clearance requests.
- Prepare routine correspondence and briefs.
- Assist the Defence Office Manager with other tasks as required.

Qualifications/Experience

- Over five years' relevant work experience.
- Demonstrated level of strong financial, budgetary and office management skills.
- Excellent knowledge of computer applications and strong computer literacy skills, with particular emphasis on spreadsheet applications.
- Previous experience in database management and record-keeping is desirable
- Demonstrated familiarity with core digital media platforms is desirable
- Hold a valid licence to operate a motor vehicle in Fiji and be willing to travel around the country