

**Australian High Commission Nuku’alofa**

**Defence Office Manager and Executive Assistant**

**Applicant Information Package**

Date Advertised: **9th December 2013**

Date Closes: **3:00pm** **13th December 2013**

**A SUMMARY OF THE REMUNERATION PACKAGE**

The Australian High Commission is an employer of choice offering excellent conditions of employment. Shown below are just some of the key aspects of the remuneration package offered for the vacancy:

**Contract term -** The position is contracted for two (2) years including probation period of three (3) to six (6) months. Contract is renewable based on performance.

**Salary -** The salary range can be negotiated, depending on the experience and qualifications of the applicant.

**Superannuation –** The Australian High Commission contribution is 5**%** of staff member’s annual basic salary. The Employee and Employer’s 5% contribution is deducted fortnightly and paid to the National Retirement Board Fund.

**Annual Leave -** 20 days annual leave per year.

**Personal Circumstances Leave (Sick Leave and Carer’s Leave) –** Employees are entitled to **20** days personal leave.

**JOB DESCRIPTION AND SELECTION DOCUMENTATION**

**DUTY STATEMENT**

**Office Manager**

**Executive Assistant to the Defence Adviser South Pacific**

Purpose

The Office Manager ensures that the Defence Team, which is made up of the Office Manager and the Defence Clerk carry out the administrative functions of Australian Defence both efficiently and effectively. The Office Manager also provides a high level of administrative and secretarial assistance to the Defence Adviser South Pacific (DASP).

Duties and Responsibilities

* Manage all aspects of the Defence Section office Nuku’alofa, including supervising and coordinating with the Defence Cooperation Program (DCP) personnel in Nuku’alofa and other posts of accreditation.
* Arrange meetings, appointments and official functions for the DASP and others as required.
* Maintain a diary for DASP and prepare briefings as required.
* Provide initial contact for telephone enquiries to the DASP and assess action required, which includes redirection, investigation and answering of enquiries.
* Create and maintain an electronic filing system as well as maintaining archive files.
* Ensure accurate and prompt receipt, filtering and direction of communication (including cables).
* Prepare official correspondence including Third Person Notes, minute taking and cables.
* Arrange travel and entitlements including acquittals for all Australian Defence personnel.
* Provide advice to Australian Defence personnel on entitlements within current Australian Guidelines (PACMAN).
* Liaise with relevant areas in Canberra, post management and staff in posts of accreditation.
* Action all Diplomatic Clearance (DIPCLEAR) requests for visiting RAN ships and RAAF aircraft.
* Provide support for visiting RAN ships and RAAF aircraft.
* Provide administration support to visiting Australian Defence personnel.
* Obtain Tongan visas and driver’s licences for Australian Defence personnel.
* Maintain database of contacts and briefings for DASP.
* Provide training of staff as required.
* Provide assistance to DCP as required.
* Maintain in country budget and process accounts payable and receivables.
* Maintain the register for all hospitality reporting for Nuku’alofa and other posts of accreditation.
* Assist in the development of the in country bids.
* Conduct the rollover of the in country Business Plan between financial years.
* Monitor expenditure – identify and highlight irregularities.
* Deliver cheques payment to suppliers.
* Prepare Bi-annual FBT returns.
* Maintain the asset register for DASP.
* Organise payment of rent for DASP property and liaise with property manager for any maintenance required.

Skills and Qualifications

* A strong secretarial and administration background.
* Relevant qualifications.
* Superior presentation skills and attention to detail.
* Excellent communication skills, written and oral, as well as good spelling and grammar.
* Advanced knowledge of Microsoft Suite of programs.
* The ability to work to tight deadlines under minimal supervision.
* Strong organisational skills, (e.g., the ability to introduce and organise office systems and processes).

Personal Attributes

* Leadership qualities and the ability to take control of a situation.
* The ability to prioritise and delegate tasks especially when working to a tight deadline.
* The ability to remain calm and efficient in stressful and busy situations.
* Ability to counsel, mediate and advise staff in an effort to maintain an efficient and harmonious work environment.
* An admirable work ethic, tirelessness and customer focus.
* Present a confident, professional and assertive image.

**SELECTION CRITERIA**

**Office Manager**

**Executive Assistant to the Defence Adviser South Pacific**

The successful candidate for this position must have the following attributes:

1. Well-developed English language written and oral communication skills.
2. Demonstrated capacity to make sound decisions and exercise judgment.
3. Sound administrative background, including office management experience and a proven ability to perform administrative and logistical tasks.
4. Ability to process payments and manage day to day finances. A good understanding of budget management.
5. Capable of supervising staff and a proven ability to manage workloads and meet deadlines.
6. Demonstrated experience in using computer-based applications including Microsoft Outlook, Word and Excel.

Ability to be eligible to acquire an Australian National Security Clearance would be an advantage.

**CONDITIONS OF EMPLOYMENT**

*NB:* All High Commission employees demonstrate a commitment to the Code of Conduct and Values, as well as to workplace diversity, occupational health and safety and employee participation principles and have appropriate cross-cultural sensitivities.

Your engagement is also subject to the completion of an undertaking to observe the security requirements and the locally engaged staff Code of Conduct, plus a health and police record check.

These details can be arranged once you commence at the High Commission, and should be completed during the probationary period.

**Applications must address ALL the selection criteria shown above. Applications must also be accompanied by a Resume that is no longer than two pages.**

**Closing Date -** The closing date for applications is **3:00pm Friday 13 December 2013**

**Applications, including a two-page Resume and completed Application Cover Sheet should be emailed to**: Rachel.miller@dfat.gov.au and copied to [bronya.cranswick@dfat.gov.au](mailto:bronya.cranswick@dfat.gov.au) or submitted to the Australian High Commission on Salote Road and addressed to;

**Defence Office Manager Vacancy**

**Australian High Commission**

**Nuku’alofa**

**Website**

Additional information pertaining to the Australian High Commission can be obtained from our website [**http://www.tonga.embassy.gov.au**](http://www.tonga.embassy.gov.au)**. Note: If you have not been contacted by the 20 December 2013, your application has not been successful.**

**APPLICATION COVER SHEET**

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| --- | --- |
| **Position Title** |  |
| **Date Advertised** |  |
| **Application Due** |  |

**APPLICANT DETAILS**

|  |  |
| --- | --- |
| **Family Name** |  |
| **Given Name(s)** |  |
| **Contact Number\*** | Tick preferred  Home:  Work:  Mobile: |
| **Address** |  |
| **Email Address** |  |

**\*A phone contact number must be provided**

**CHECKLIST**

**(Please tick each box when completed)**

1. Application cover sheet completed.

1. Current resume attached (no more than 2 pages).

1. Statement of experience addressing the selection criteria (no more than half a

page per selection criteria).

1. Copy of relevant educational qualifications (originals must be available to sight

at interview if required).

5. Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AHC USE ONLY**

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