



Australian Embassy Pohnpei

AUSTRALIAN EMBASSY RESIDENTIAL COMPOUND

Compound Supervisor – Gardening & Maintenance Staff – Security Staff

APPLICANT INFORMATION PACKAGE

Closing Date for applications:

5pm Friday 11 July 2025

Australian Embassy Overview

The Australian Embassy in Pohnpei is responsible for Australia's relations with the Federated States of Micronesia (FSM). Its objectives are to maintain positive and resilient bilateral relations with the FSM, including through an effective and responsive development program, and to provide responsive consular and passport services to Australians in the FSM.

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 the following positions:

- Compound Supervisor
- Gardening & Maintenance Staff
- Security Staff

These positions play an important role at the Embassy's residential compound.

Full Time Contract: This is a **full-time one-year contract** which includes a three-month probation period. The contract may be extended on the basis of need and performance.

Hours:

Compound Supervisor and Gardening & Maintenance staff - 40 hours per week.

Security Staff – 40 hours per week, rotating shifts as follows, Midnight to 8am; 8pm to 4am; 4pm to Midnight, with one weekend off per month.

Salary:

Compound Supervisor - \$6.50 - \$8.90 per hour, less tax and social security. Hourly rate ranges depending on performance and time in the role. You'll get a 3% raise after your first 6 months.

Gardening & Maintenance Staff - \$4.90 per hour, less tax and social security. Overtime & Public Holiday rates as required

Security Staff - \$4.90 per hour, less tax and social security Overtime & Public Holiday rates as required

The Embassy has an attractive benefits package, including MI-Care, recreation and sick leave.

Eligibility / Other Requirements:

The successful applicant must provide evidence of the following;

- relevant FSM work permit - the Embassy will not cover any costs associated with a work permit or relocation.
- a valid local driver's license with a good driving record.
- the successful applicant will be required to obtain satisfactory police and medical clearances.

Please note: For the security role, as this position involves shift work outside regular business hours, you **must** have access to a reliable car and phone.

Application Process: To apply, please complete the Application for Employment form (**Attachment B**), provide referee details (**Attachment C**), and include a brief letter outlining your experience and explaining why you're a strong candidate for the role. For more information about each position, please refer to Attachment A.

Submit Application:

Please submit your completed application either by email or in person.

Email: pypi.mail@dfat.gov.au

In person: Australian Embassy, H&E Building, 2nd Floor, Kolonia, Pohnpei

Applications close at **5pm on Friday, 11 July 2025 (Pohnpei time)**.

No late applications will be considered.

Attachment A

Compound Supervisor

Duty Statement

1. Oversee the upkeep of the compound to ensure it is maintained to a professional standard.
2. Supervisors are part of the team and are expected to work alongside the team and do the same tasks. Leading by example is important in this role.
3. Supervise and direct the Gardening & Maintenance and Security staff.
4. Identify upkeep and maintenance issues that require attention and report them promptly to the Property Officer and/or Deputy Head of Mission of the Australian Embassy.
5. Manage the security guard roster to ensure continuity of a guarding presence as per the guard roster.
6. Responsible for security of the compound during the hours of 08:00 to 04:00pm daily.
7. Maintain accurate attendance and leave records and ensure Gardening & Maintenance and Security staff also maintain accurate attendance and leave records.
8. Other duties as required, including providing backup for other positions.

Attachment A

Gardening & Maintenance Staff

Duty Statement

1. Gardening and maintenance to a professional standard.
2. Identify upkeep and maintenance issues that require attention and report them promptly to the Compound Supervisor.
3. As required and on a short-term basis, during the hours of 08:00am – 04:00pm, assist with security duties.
4. Maintain accurate attendance and leave records.
5. Other duties as required to suit operational requirements, and which are broadly consistent with the role.

Attachment A

Security Staff

Duty Statement

1. Monitor and patrol the residential compound to prevent unauthorised access or suspicious activity.
2. Respond and investigate disturbances.
3. Ensure the safety of staff, visitors and property.
4. Report incidents, hazards and irregularities to supervisors.
5. Complete shift activity logs and incident reports.
6. Communicate effectively with team members and emergency services.
7. Maintain accurate attendance and leave records.

Attachment B

Application for Employment

Position Applying for:

Compound Supervisor	Gardening & Maintenance	Security Guard
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Personal Details:

Surname:	Given Name(s):
Date of Birth:	Place of Birth:
Nationality:	Sex: M () F ()
Phone:	Email Address:
Address:	

Current Employment – Current and previous Employment:

Month/year started	Month/year finished	Employer	Position

Education:

Month/year completed	Qualification and Institution

Attachment C

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:	