



Australian Embassy Pohnpei

EXECUTIVE/OFFICE ASSISTANT

APPLICANT INFORMATION PACKAGE

Closing Date for applications:

5pm Thursday 17 September 2026

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 position of **Executive/Office Assistant**. The position reports to the Ambassador.

This is an exciting and important position which works as part of a small, upbeat team focused on ensuring strong ties between Australia and the FSM. This position requires good communication, coordination and IT skills, attention to detail and the ability to work effectively in a team.

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

Salary: The salary range offered to the successful applicant will be **US\$18,900 – US\$22,092 per annum**. Subject to qualifications and experience, the salary point may be negotiated. Advancement is possible through the Embassy's performance management system. The Embassy has an attractive remuneration package including recreation, flex-time 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.

Application Process: Interested applicants need to provide a resume / CV and address the selection criteria. The selection criteria and duty statement are at **Attachment A**.

Please note that all of the selection criteria need to be addressed within the written application to be considered for interview. Attachment B and C should also be completed and included in your application. Incomplete applications will not be accepted.

Please **email** the following documents to the address below:

1. **Resume/CV**
2. **Written Response to each of the Selection Criteria (Attachment A)**
3. **Completed Attachments B and C**

Email to: sarah.mccarthy@dfat.gov.au

Applications close at **5pm Thursday 17 September 2026 (Pohnpei time)**.

No late applications will be considered.

Executive/Office Assistant

Duty Statement

1. Provide administrative and information support to the Ambassador, manage their diary, and arrange official appointments and travel.
2. Prepare diplomatic notes and other correspondence.
3. Organise representational events.
4. Maintain regular communication with Embassy stakeholders including government, community, business and diplomatic organisations.
5. Manage and maintain a contacts database and other administrative systems.
6. Organise programs for official visitors to the FSM.
7. Assist with the Embassy's public diplomacy activities.
8. Occasional travel and driving duties in support of the Ambassador.

Attachment A

Executive/Office Assistant

Please provide **written responses** to all five Selection Criteria below based on your qualifications or previous work experience. All criteria have equal weighting. For each of the selection criteria, you should provide an example of a time when you were able to display the “**selection criteria**”.

SELECTION CRITERIA

1. Demonstrated organisational and time management skills, including the ability to set priorities and take initiative.
2. Strong interpersonal, written and verbal communications skills in English and Pohnpeian.
3. Well-developed IT skills and experience in office and database applications, preferably Microsoft Office (Outlook, Word and Excel).
4. Experience in developing and maintaining relationships with external stakeholders.
5. Good understanding of government and cultural processes and protocols in the FSM.

Attachment B**Employment & Qualification Background****1. Personal Particulars**

	Surname	Given Name(s)

Personal Details

Date of Birth:

Place of Birth:

HK ID Card number *and/or* Passport Number:

Nationality. Present:

At Birth:

Address, telephone contact details, email address;

2. Current Employment

Month/Year Commenced	Employer	Position

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

Month/Year Commenced	Month/Year Finished	Employer	Position	Level

4. Academic Qualifications

Year Received	Qualification	Institution

5. Languages

	Proficiency Level

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

Executive/Office Assistant

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:	