



**Australian Embassy Pohnpei**

# **TEMPORARY EXECUTIVE/OFFICE ASSISTANT**

## **APPLICANT INFORMATION PACKAGE**

**Closing Date for applications:  
5pm Thursday 19 February 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 **Temporary Executive/Office Assistant**, with the potential for the role to become permanent.

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 attention to detail and the ability to work effectively in a team.

**Duty Hours: 8:30am – 5:00pm Monday and Friday; 8:30am – 12:30pm every Wednesday.**

The contract may be extended on the basis of need and performance. There is the potential for the position to become permanent.

**Salary:** The salary range offered to the successful applicant will be **US \$9,210.00 – US \$10,770.00** 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**

Applications package available from the Embassy

**Email:** [Serlynn.Kersey@dfat.gov.au](mailto:Serlynn.Kersey@dfat.gov.au) or download application from [fsm.embassy.gov.au](http://fsm.embassy.gov.au)

**Contact: 320-5448**

**Applications close at 5pm Thursday 19 February 2026**

**No late applications will be considered.**

Executive/Office Assistant

Executive/Office Assistant

## **Executive/Office Assistant**

### **Duty Statement**

1. Providing administrative support to the Ambassador, including maintaining their diary, arranging official travel and appointments, and drafting correspondence and briefs
2. Organising representational events
3. Regular communication and coordination with Embassy stakeholders including government, community, business and diplomatic organisations.
4. Preparation of diplomatic notes and information products
5. Managing and maintaining the contacts database and other administrative systems
6. Organising programs for official visitors to the region
7. Assisting with the development and implementation of the Embassy's public diplomacy strategy
8. Contributing to the broader work of the Embassy as required.

## **Attachment A**

### **Executive/Office Assistant**

Please provide **written responses** to all six 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. Well-developed organisational and time management skills, evidenced in demonstrated experience in planning, organisation and management.
2. Excellent interpersonal, written, and verbal communication skills in both English and Pohnpeian, along with strong proficiency in information technology and hands-on experience using office and database management applications, including Microsoft Outlook, Word, and Excel.
3. Experience in developing and maintaining effective relationships with professional and organisational contacts, supported by a strong understanding of government systems, cultural processes, and protocols in the Federated States of Micronesia (FSM).

## **Attachment B**

## Employment & Qualification Background

## 1. Personal Particulars

	<b>Surname</b>	<b>Given Name(s)</b>

## 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)**

---

#### 4. Academic Qualifications

Academic Qualifications		
Year Received	Qualification	Institution

## 5. Languages

Proficiency Level

---

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

**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:	