

Australian Embassy Pohnpei

**Property Officer/ambassador’s Driver**

**Applicant information package**

Closing Date for applications:

**5pm Friday 18 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 **Property Officer/Ambassador’s Driver.**

Under the direction of the Deputy Head of Mission, this position plays an important role at the Embassy to ensure the chancery, staff residences, facilities, equipment, furnishings, and official vehicles are safe, well maintained and reliable.  It requires well developed interpersonal, communication and coordination skills and the ability to work effectively and proactively in a small team.  Experience in a property-related field would be advantageous.

**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$18,024 – US$21,084 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)**

1. **Completed Attachments B and C**

Email to: [phpi.mail@dfat.gov.au](mailto:phpi.mail@dfat.gov.au)

Applications close at **5pm on Friday, 18 July 2025 (Pohnpei time)**.

No late applications will be considered.

**Property Officer/Embassy Driver**

**Duty Statement**

1. Coordinate and supervise maintenance of Australian Embassy properties and assets.
2. Liaise with Australian and local contractors, suppliers and staff regarding repairs and maintenance.
3. Assist in the direction and management of the Embassy’s security guards and gardeners.
4. Maintain records of property work using online and electronic record keeping systems.
5. As Ambassador’s driver, drive in a professional and safe manner to official functions.
6. Assist with logistical arrangements for official visits, functions, and events.
7. Assist with administrative and other tasks at the Embassy as required.

**Required Qualifications / Experience / Skills**

1. Strong written and spoken communication skills in English and Pohnpeian.
2. Strong interpersonal skills, including the ability to work effectively as part of a small team and under limited supervision.
3. Well-developed organisational and time-management skills and an ability to prioritise and meet tight deadlines.
4. The ability to develop and maintain effective relationships with a range of stakeholders.
5. Capacity to exercise discretion and judgement.
6. Valid driver’s licence and safe and reliable driving skills.

**Attachment A**

**Property Officer/Embassy Driver**

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 experience in coordinating and supervising property maintenance and asset management.**  
   Describe your ability to oversee maintenance activities, manage contractors, and ensure the upkeep of facilities and assets in a professional setting.
2. **Strong interpersonal and communication skills for liaising with internal and external stakeholders.**  
   Provide examples of how you’ve effectively communicated with contractors, suppliers, and staff to coordinate repairs and maintenance.
3. **Proven ability to manage and support operational staff, including security personnel and groundskeepers.**  
   Highlight your experience in directing and supervising staff to ensure smooth day-to-day operations.
4. **Competence in maintaining accurate records using electronic and online systems.**  
   Explain your familiarity with digital record-keeping tools and your attention to detail in maintaining property-related documentation.
5. **Ability to perform driving duties and logistical support in a professional and safe manner.**  
   Outline your experience in driving for official purposes, as well as assisting with logistics for events, visits, and other administrative tasks.

**Attachment B**

**Employment & Qualification Background**

**1. Personal Particulars**

|  |  |  |
| --- | --- | --- |
|  | **Surname** | **Given Name(s)** |
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|  |  |  |

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| --- |
| **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** |
|  |  |  |
| Brief Description of your duties | | |
|  | | |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month/Year**  **Commenced** | **Month/Year**  **Finished** | **Employer** | **Position** | **Level** |
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**4. Academic Qualifications**

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| --- | --- | --- |
| **Year Received** | **Qualification** | **Institution** |
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**5. Languages**

|  |  |
| --- | --- |
| Language | **Proficiency Level** |
|  |  |
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**6. Other** e.g. Awards, Academic Appointments, Publications, Professional Associations, etc

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**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**

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| --- | --- | --- |
| 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: |  |