



**Australian Embassy Pohnpei**

# **ADMINISTRATIVE OFFICER (PROPERTY)**

## **APPLICANT INFORMATION PACKAGE**

Closing Date for applications:  
**5pm Tuesday 8 October 2024**

## **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 Embassy 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 background, 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 and supportive. 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 Australian Embassy is seeking applications from suitably qualified people for the position of **Administrative Officer (Property)**.

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\$17,760 – US\$20,784.00 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 leave, 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 considered.

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: [pypi.mail@dfat.gov.au](mailto:pypi.mail@dfat.gov.au)

Applications close at 9am Monday 7 October 2024

No late applications will be considered.

## **Administrative Officer (Property)**

### **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

## **Attachment A**

### **Administrative Officer (Property)**

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. Experience in property management, project implementation or a related field
2. Well-developed coordination, organisational and time management skills
3. Ability to set priorities and work productively with minimal supervision
4. Experience in developing and maintaining relationships with contractors, suppliers, or other contacts.
5. Well-developed computing skills (email, data entry and electronic record-keeping), preferably using Microsoft Office applications (Outlook, Word and Excel)
6. Strong interpersonal, written, and verbal communications skills in English and Pohnpeian

# Attachment B

## Employment & Qualification Background

### 1. Personal Particulars

	Surname	Given Name(s)

  

Date of Birth:	Place of Birth:
Identification Number <i>and/or</i> 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

--

## **Attachment C**

### **Referees Contact Information**

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:	