



Applicant Information Pack

Thank you for considering a career with the Australian High Commission, Brunei.

This applicant information pack provides you with the information needed to apply for a job with us. It also contains helpful resources and details about our organisation, and helpful hints on our recruitment process.

Current work opportunity available:

Position/Vacancy	Personal Assistant to the High Commissioner / Public Affairs Officer
Closing date	Midnight Thursday 30 March 2017
Employment status	Locally Engaged Staff (LES) Fixed Term Contract
Work level	LE3
Salary per month	BND 2718
Completed applications should be sent to	Brunei.recruitment@dfat.gov.au
Position specific enquiries	Brunei.recruitment@dfat.gov.au

Australian Government’s Department of Foreign Affairs and Trade (DFAT)

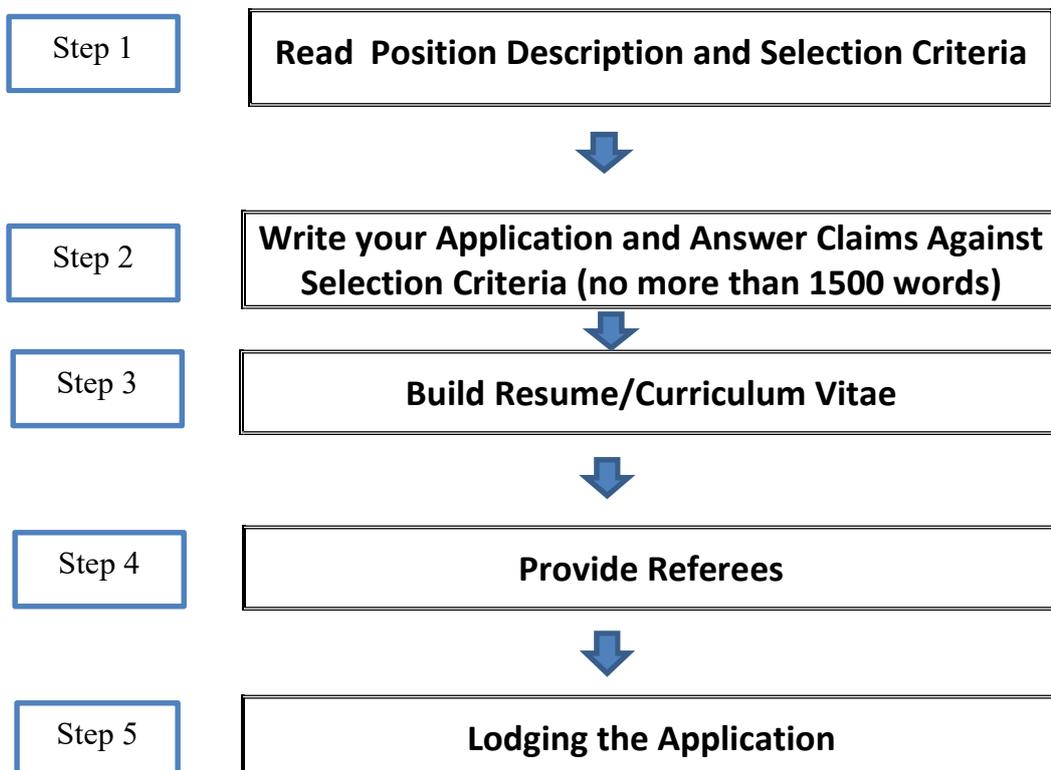
The role of Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia’s security, enhancing Australia’s prosperity, delivering an effective and high quality overseas aid program and helping Australian travellers and Australians overseas.

The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia’s pursuit of global, regional and bilateral interests.

The success of our Department depends largely on our ability to foster innovation, efforts, and diverse skills of our people. We strive to create a motivating and rewarding work environment in which we value performance, our people, and integrity, service and service standards. We are also committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential.

Applying for employment with the Australian High Commission, Brunei

The following steps aim to assist applicants in preparing their documents and written applications.



Step 1. Read Position Description and Selection Criteria

About the Position

Under general direction, the Personal Assistant and Public Affairs Officer is responsible for providing high quality administrative support to the Head of Mission (HOM), and supporting the implementation of the High Commission's Public Diplomacy program to raise Australia's profile in Brunei.

The key responsibilities of the position include, but are not limited to:

- Provide administrative support to HOM, including managing appointments, arranging official international and domestic travel and itineraries, coordinating meeting briefings and representational functions
- Undertake research and draft reports and correspondence
- Build and maintain networks in the Bruneian Ministries, diplomatic missions, and senior business contacts on behalf of the HOM
- Liaise with stakeholders to organise meetings and events
- Assist with maintaining the High Commission's contacts database
- Assist with developing and implementing a program of strategic public diplomacy activities, including sports, cultural and community events
- Assist with the organisation of media events, including drafting/coordinating press releases and briefings, and media liaison
- Undertake media monitoring on relevant campaigns or local media stories relevant to Australian interests
- Prepare contents of the High Commission's social media accounts
- Provide logistical and administrative support for official visits to Brunei
- Coordinate with Australian and local officials to promote Australian education across Brunei
- Contribute to the High Commission's engagement with its alumni community in Brunei, and delivery of the Australian Government's New Colombo Plan initiative
- Undertake routine financial management tasks, including cashier function, preparing Accounts Payable and Receivable and processing data entries in the Financial Management Information System (SAP)
- Provide back-up support to the Passport Section

Selection Criteria

- Eligibility to work in Brunei
- Ability to communicate effectively orally and in writing in English
- Strong interpersonal skills and ability to work as part of a small team
- Demonstrated high level organisational and analytical skills
- Ability to work with minimal supervision, to set priorities and organise workloads to meet deadlines. Ability to solve problems, be flexible and take initiative

- Demonstrated experience and skills in Microsoft Office applications and social media platforms
- Displays personal drive and integrity
- Malay language skills desirable
- Experience working with media and/or events management in government, diplomatic missions or civil society desirable

Step 2. Write the Application/ Answer claims against the Selection Criteria

Your application is the first contact we will have with you. It **should not exceed 1500 words** and should include a brief background summary, your current position, any previous positions or academic qualifications, languages, and other relevant information that makes you the best person for the job. Your application should also demonstrate and summarise your claims against the selection criteria that describe the qualifications, knowledge, skills, abilities and experience required in a job. In responding to the selection criteria, you should describe with examples how your experience and skills meet the requirements of the job.

Your responses to each of the selection criteria are the most important part of your application as they will be used along with your resume by the selection panel to shortlist applicants.

Do not forget to include your contact details, so we can call you if you are shortlisted for interview.

To summarize everything, your application should contain the following:

- Full name
- Contact details
- Job vacancy you are applying for with position number (2167) and your name in the email subject header
- Summary of qualifications – actual experience, qualities, and skills
- Any current employment, previous work experience or academic qualifications
- Eligibility to work in Brunei.

How to address the selection criteria?

The key is to:

- demonstrate your capability by providing **evidence** of how you meet the selection criteria;
- provide specific details; and
- where possible, include an indicator of success or a result.

An easy way to do this is to use the **STAR** model - that is

S ituation	Provide a brief outline of the situation or setting
T ask	Outline what <u>you</u> did
A ction	Outline how <u>you</u> did it
R esult	Describe the outcomes

Conciseness is important; applications that exceed the specified word count may not be considered. **Applications that do not provide response to each selection criteria will not be considered.**

Step 3. Build resume/curriculum vitae

When you apply for a job, the employer will want to see your resume. Your resume (or Curriculum Vitae (CV)) outlines your skills, experience and accomplishments relevant to the job.

You should update your resume regularly, especially when you finish a job or complete a course. It should also be updated for each job you apply for.

What to include in your resume?

Your resume should include your name and contact details, education, employment history and your referees' contact details. You can also include a statement of your career objective, computer skills, professional affiliations and other relevant skills. You could also include information about your hobbies and interests however this is not essential.

Key information that should be included:

• Contact details	• Education and training qualifications
• Career objective	• Demonstrated skills
• Employment history	• Special achievements

We do not require personal details such as date of birth, marital status, height, weight, religion and gender.

Step 4. Provide referees

We require the contact details of two referees as part of our recruitment process. Referees may be used by the selection panel to validate the claims you have made in your application and/or interview. Your referees may include the following:

- Previous employer/immediate supervisor (preferably your most recent employer/supervisor)
- Professor
- Colleagues in your previous work
- Schoolmates
- Former subordinates

When choosing referees, ensure they know you well and can be contacted easily. Contact your referees to let them know you've put their names down and to get their agreement to be named as a referee. You may also want to talk to your referee about the job you are applying for, the skills required and how you match the job's requirements.

Note: Only applicants who have been selected for interview may have their referees contacted.

Referee details for be included:

	Referee 1	Referee 2
Name		
Position		
Contact details (Phone no and Email Address)		

Relationship to applicant (e.g. immediate supervisor from current or recent previous employment, or a senior person as advisor/mentor, etc)		
Period known		

Step 5. Lodging the application

Once you have completed your application you should email the following to us by the **closing date**:

- Application, including Statement of Claims against the selection criteria
- Resume/Curriculum Vitae
- Referees (2 people)

Completed applications should be submitted via email to Brunei.recruitment@dfat.gov.au. Attached documents must not exceed 5.0 MB and the subject line of your email should include: position applied for, applicant's family name, first name and date (e.g Personal Assistant to the High Commissioner / Public Affairs– NAME, XXX March 2017).