

REQUEST FOR EXPRESSIONS OF INTEREST (EOI)

Position Title: Research and Administration Officer – Political Section (LE 5)

DFAT, Australian Embassy Manila

Specialist Locally Engaged Staff (LES) Permanent employment (subject to duration of a suitable applicant to be based in Manila)

An opportunity exists for a successful candidate to work closely with the Political Section in the Department of Foreign Affairs and Trade (DFAT) on permanent employment basis. The Research and Administration Officer will report directly to the Counsellor (Political) and undertake a wide range of research, communications, administrative and support activities. The successful candidate will be expected to work in a small team environment with minimum supervision. The applicant should have, or be able to obtain an Australian National Security Clearance at Top Secret Level, and must therefore be an Australian citizen. Refer to the attached 'Applicant Information Pack' for further details on position description and selection criteria.

Terms and Conditions:

The position is a locally engaged staff (LES), not an Australian Public Service position. The position is a permanent engagement of five (5) days a week with flexible hours, and based in the Australian Embassy Manila office. The successful applicant is expected to commence as soon as an Australian Top Secret clearance approval is in place. The monthly salary range for the position is Php66,527 to Php78,978 (Note: The salary range is based on full-time equivalent work of 37.5 hours per week. An additional salary component may apply to the position, assessed on an individual basis). The successful candidate will be entitled to leave, comprehensive health and group life insurance and other conditions as per the locally engaged staff conditions of service.

How to apply:

Interested applicants must address the selection criteria, and detail suitability to perform the duties of the position including personal qualities, experience, skills and knowledge. The selection process will be strictly merit-based. Applications that do not address each selection criteria will not be considered. Information on how to apply for the job can be found in the attached 'Applicant Information Pack'.

Lodgement of applications and all position specific should be sent via email at manila.recruitment@dfat.gov.au or sent to DFAT HR Section, Australian Embassy Manila, Level 23 Tower 2 RCBC Plaza, 6819 Ayala Avenue, Makati City 1200, Philippines by **COB Monday, 1 February 2016.**

If you have not been requested to attend an interview within four weeks from the closing date, please assume that your application has not been successful. Only shortlisted applicants will be contacted.

Contact Officer for this position is: Eunice Garcia, HR Manager on phone: 632 7578168.