



Australian Embassy

The Philippines

HUMAN RESOURCES OFFICER (LE3)

The Department of Foreign Affairs and Trade (DFAT) within the Australian Embassy in Manila, Philippines is a lead agency managing Australia's international presence. DFAT is seeking highly motivated and experienced person to fill the following full time position in the Consular & Administration Section.

The **Human Resources Officer (LE3)** will be responsible for providing administrative and logistical support in the management of the Human Resources Section. The position has a particular focus on the coordination of Embassy travel services and related protocols, recruitment, benefits and leave administration. The position will report directly to the Human Resources Manager and will be expected to work in a small team environment under time and workload pressure. The successful candidates must be proactive, and have strong communication skills and relevant experience in a similar organisation.

Eligibility/ Other requirements

Further details on job description and selection criteria for the position can be accessed in the '*Applicant Information Pack*' located under job vacancies at the Australian Embassy website: <http://www.philippines.embassy.gov.au/mnla/aboutus.html>.

Terms of Employment

The position is a locally engaged staff (LES), not an Australian Public Service position, based in the Australian Embassy Manila office. The position is a full time assignment, with a permanent employment contract. The successful candidate is expected to commence as soon as possible. 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

If you are interested in applying for the position, please email a maximum 600 word application addressing the selection criteria and outlining why you are the best person for the job. Applicants should also submit their recent curriculum vitae (resume), and the contact details of two work referees. 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 '*Applicant Information Pack*' posted in the Embassy website, <http://www.philippines.embassy.gov.au/mnla/aboutus.html>.

Lodgement of applications and all position specific inquiries should be sent via email to manila.recruitment@dfat.gov.au or mailed/delivered to DFAT HR Section, Australian Embassy Manila, Level 23 Tower 2 RCBC Plaza, 6819 Ayala Avenue, Makati City 1200, Philippines by **Tuesday, 23 January 2018**.

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.