



Australian Embassy

The Philippines

Applicant Information Pack

Thank you for considering a career with the Australian Embassy, Manila.

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	Research and Administration Officer - Political
Closing date	Monday, 1 February 2016
Employment status	Specialist Locally Engaged Staff (LES) with Permanent employment (subject to duration of a suitable applicant to be based in Manila)
Work level	LE5
Salary range per month	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.)
Completed applications should be sent to	manila.recruitment@dfat.gov.au or DFAT HR Section, Australian Embassy Manila Level 23/Tower 2 RCBC Plaza 6819 Ayala Avenue Makati City 1200, Philippines
Position specific enquiries	HR Manager at manila.recruitment@dfat.gov.au

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

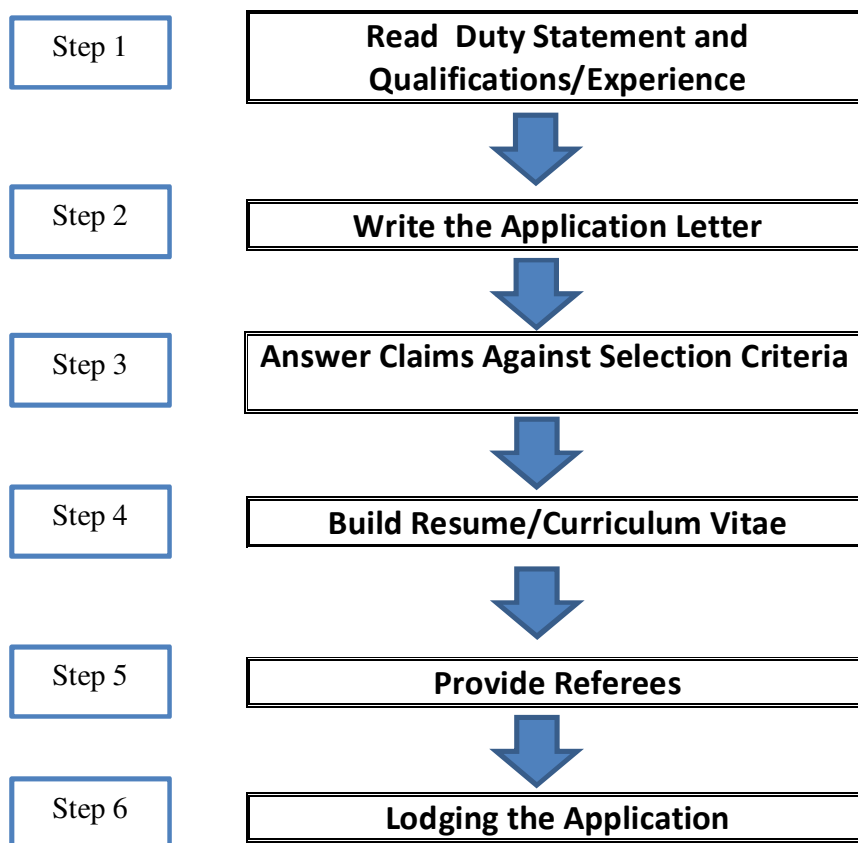
The role of Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia’s security, enhancing Australia’s prosperity, delivering an effective and high quality overseas aid program and helping Australian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

Steps in applying for employment with the Australian Embassy – Manila

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



Step 1. Read Duty Statement and Qualifications/Experience

About the Political Section

The Political section provides analysis and advice to the Australian Government on developments in the Philippines, including about how to strengthen Australia's broad-ranging relationship with the Philippines. The Political Section is also responsible for disseminating information about Australia's interests in, and exchange with, the Philippines. The Section also generally takes the lead on managing high level visits.

About the position

Under general direction and limited supervision of the Counsellor (Political), the Research and Administration Officer will undertake a wide range of research, communications, administrative and support activities.

The key responsibilities include but are not limited to:

- a. Undertake research and reporting tasks and prepare high level briefings.
- b. Monitor media, journals and internet for information on issues covered by the Political Section.
- c. Liaise and engage with Canberra based departments and agencies for research support.
- d. Provide executive support, including diary management, scheduling appointments, organising travel and administrative requirements.
- e. Assist with coordination of visits programs and provide support for associated logistics, meeting and event arrangements.
- f. Manage day-to-day administration of the section, including maintenance of correspondence records and assistance with budget and financial management.

Qualifications/ Experience

- It is a condition of this appointment that any candidate applying for this position must have, or be able to obtain, an Australian National Security Clearance to Top Secret level and must therefore be an Australian citizen.
- Competence in the use of Word, Excel and Lotus Notes.

Step 2. Write the Application Letter

Your application letter is the first contact we will have with you. Your letter should demonstrate and summarise your experience, qualities and skills. It **should not exceed one page** and should include a brief background summary, your current position, previous positions (working backwards), academic qualifications, languages, and other relevant information – including publications and awards.

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

To summarize everything, your application letter should contain the following:

- Full name

- Contact details
- Job vacancy you are applying for
- Summary of qualifications – actual experience, qualities, and skills
- Current employment and previous work experience
- Academic qualification

Step 3. Answer claims against the selection criteria

Selection criteria are statements that describe the qualifications, knowledge, skills, abilities and experience required in a job. In responding to the selection criteria, you should describe how your experience and skills meet the requirements of the job. You should also provide examples.

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.

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; claims against the selection criteria must not exceed three (3) pages. **Applications that do not provide response to each selection criteria will not be considered.**

Statement of claims against the selection criteria

IMPORTANT: APPLICATIONS MUST ADDRESS EACH OF THE FOLLOWING SELECTION CRITERIA (maximum of 3 pages or no more than half a page per criterion). The selection criteria are used to assess an applicant’s suitability for a position. Applications that do not address each of the following selection criteria will not be considered.

Please respond to the following Selection Criteria:

1. High level analytical skills and subject matter expertise in relation to international political and strategic issues.
2. Demonstrated strong oral, written and interpersonal communication skills.
3. Experience undertaking administrative duties in a busy work environment.
4. Sound judgment and experience operating in a classified environment.
5. Demonstrated initiative, and very strong organisational skills with an ability to work with a degree of responsibility and autonomy; flexibility and willingness to undertake varied tasks as required.

Step 4. 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 5. 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 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, work colleagues, etc)		
Period known:		

Step 6. Lodging the application

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

- Letter of application
- Statement of Claims against the selection criteria
- Resume/Curriculum Vitae
- Referees (2 people)

Completed applications should be submitted via email to manila.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 Research & Administration Officer – Dela Cruz, Juan 1 February 2016).

Alternatively, your completed application can also be sent to us by mail or courier to the address below. You should note however, the completed application must be received by the Embassy on or before the closing date and late applications will not be accepted. **We take no responsibility for any mail or courier service delays in delivering completed applications to the Embassy.**

DFAT HR Section, Australian Embassy Manila
Level 23/Tower 2 RCBC Plaza
6819 Ayala Avenue
Makati City 1200, Philippines