



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 Officer (Political Affairs)
Position Number	7443
Closing date	Wednesday, 24 October 2018, 11:59 pm
Employment status	Locally Engaged Staff (LES) One (1) Year Fixed Term Employment
Work level	LE4
Salary per month	Php 55,128.00
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

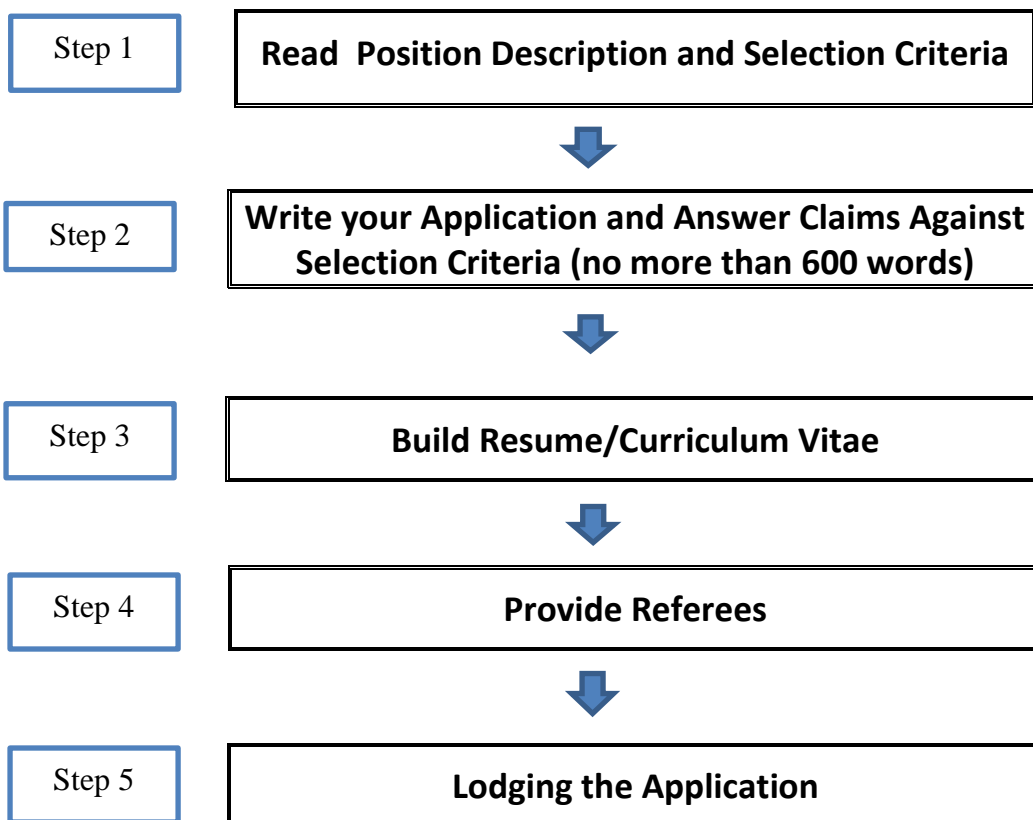
About the Australian Government's Department of Foreign Affairs and Trade

The role of the 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.

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 Position Description and Selection Criteria

About the section

The Political section provides analysis and advice to the Australian Government on developments in the Philippines to help strengthen the broad-ranging bilateral relationship. The Political Section is responsible for disseminating information about Australia's interests in, and exchanges with, the Philippines. The Section often leads on managing high-level visits.

About the Position

Under general supervision of the Second Secretary (Political), the Research Officer is responsible for building Embassy networks and providing high level advice on Philippine domestic political developments across the three branches of government. The Research Officer uses sound judgement in managing priorities in accordance with the work objectives of the Political Section and the Embassy.

The key responsibilities include, but are not limited to:

- Prepare high-quality written reports based on research of Philippine domestic political affairs, Philippine Government policy settings
- Prepare briefings on key political developments, drawing on media and other relevant open source publications
- Coordinate, arrange and participate in (as required) visit programs and appointments for the Ambassador, Political Section staff, and senior visitors to the Philippines. This includes visits to regional Philippines
- Manage program functions, including contract management, payment runs and reviews, for assigned aid program activities
- Provide translation services as required
- Build and maintain relationships across a broad range of stakeholders, including community organisations, senior and middle management, government officials, private sector representatives, international and regional organisations
- Provide advice to other areas of the Embassy on domestic political developments.

Qualifications/ Experience

- Excellent written and oral communications skills in both English and Tagalog
- Experience working in government is highly desirable
- Tertiary qualification in a relevant field, such as political science or international relations, is desirable
- Program management experience is desirable

Selection Criteria

1. High level analytical and research skills, comprehensive knowledge of Philippine domestic politics and ability to provide judgements/assessments on the impact of political developments.
2. Excellent written and oral communication skills in both English and Tagalog.
3. Advanced networking skills; ability to build and maintain relationships across multiple sectors (government, civil society, etc.) and within the Embassy.
4. Proven ability to contribute to team planning (preferably in a cross-cultural team environment), work under general direction and organise own workflow.

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

Your application is the first contact we will have with you. The statement of claims should 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. One example may address several selection criterion.

Your responses to 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.

The email *cover letter* to your application must include the following:

- Application for LES employment template (personal information)
- No more than 600 words pitch template for written statement outlining the applicant's abilities and directly addressing each point of the selection criteria (no more than two pages typed)

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. There is no need to repeat what is in your resume/curriculum vitae. **Applications that do not respond to the 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:

<ul style="list-style-type: none">• Contact details	<ul style="list-style-type: none">• Education and training qualifications
<ul style="list-style-type: none">• Career objective	<ul style="list-style-type: none">• Demonstrated skills
<ul style="list-style-type: none">• Employment history	<ul style="list-style-type: none">• 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 interview. Your referees may include the following:

- Immediate and higher level supervisor/s from current or recent previous employment (e.g. 1 year from separation date of previous employment)
- Senior person as advisor/ mentor

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.

Step 5. Lodging the application

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

- Application for LES Employment template (Personal Information and 2 work related referee details)
- No more than 600 words pitch template for written statement outlining the applicant's abilities and directly addressing each point of the selection criteria (no more than two pages typed)
- Resume/ Curriculum Vitae

Completed applications should be submitted via email to manila.recruitment@dfat.gov.au. Attached documents must not exceed 5.0 MB in total and the subject line of your email should include: position applied for, position number, applicant's family name, first name and date (e.g LE4 Research Officer PN7443 – Dela Cruz, Juan XX October 2018).

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

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.