



The Australian Consulate-General is an Equal Opportunity Employer

**EXPECTED VACANCY – AUSTRALIAN CONSULATE-GENERAL
HO CHI MINH CITY**

**EXECUTIVE ASSISTANT TO THE AUSTRALIAN CONSUL-GENERAL
PN HCHI026 – LES 4**

Monthly salary: VND 28,223,800

Start date 10 September 2018

The Australian Consulate-General in Ho Chi Minh City is seeking self-motivated and well-organised candidates to fill the full time Executive Assistant position.

The successful applicant must be prepared to undergo police background check and an Australian Security Clearance process in order to undertake the full range of functions. Ability to obtain an Australian National Security Clearance would be a distinct advantage.

The position description can be accessed from the Consulate website address:
<http://www.hcmc.vietnam.embassy.gov.au/hchi/home.html>

This position will be offered to the successful candidate on a twelve (12) month contractual basis. Selection for this position will be based on merit and judged against the following specific selection criteria.

1. Extensive experience as Executive Assistant to a senior manager or similar employment experience;
2. Superior office management and organisational skills, including event planning, hospitality supervision and support skills;
3. Excellent oral and written communication, and highly developed liaison and interpersonal skills;
4. Competent IT skills; good working knowledge of applicable software applications such as MS Outlook, Microsoft Word and Excel;
5. A working style that is team oriented, flexible and able to handle pressure;
6. Relevant tertiary or professional qualification.
7. Willingness to undergo a security clearance process. Ability to obtain an Australian security clearance would be a distinct advantage.

To be considered for interview, applicants must address **each** of these selection criteria **individually** to a maximum of two pages. **Applicants that fail to address the selection criteria or who do not include referees will not be considered.**

Only electronic applications will be accepted and should be submitted via email (max. 2 MB) to:

hrrhubmanilarecruitment@dfat.gov.au

With the subject of: **EXECUTIVE ASSISTANT TO THE AUSTRALIAN CONSUL-GENERAL POSITION (insert your name here)**

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

1. Application for LES Employment template (Personal Information and 2 work related referee details)
2. One to Two (1-2) page pitch template for written statement addressing **each** point of the selection criteria
3. Resume/ Curriculum Vitae (with supporting documents and evidence of resume claims if any)

Closing date for applications is Tuesday 31 July 2018, 11:59pm.

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.

Further information on how to apply for the job can be found in the 'Applicant Information Pack' posted in the Consulate website: <http://www.hcmc.vietnam.embassy.gov.au/hchi/home.html>.