



The Australian Consulate-General is an Equal Opportunity Employer

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

**CONSULAR, PASSPORTS AND ADMINISTRATIVE ASSISTANT -  
(Vietnamese National)**

**PN HCHI022 – LE 2**

**Monthly salary range: VND 17,059,150– VND 20,453,883**

The Australian Consulate-General in Ho Chi Minh City is seeking a self-motivated and well-organised Vietnamese national qualified candidate for an expected vacancy to fill the position of Consular, Passports and Administrative Assistant. This position will be offered to the successful candidate on a twelve (12) month contractual basis with option to renew.

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

Selection for this position will be based on merit and judged against the following selection criteria:

1. Very high level verbal and written communication skills in English and Vietnamese languages.
2. Ability to interpret and understand complex guidelines and policies and translate them into easy-to-understand information for clients.
3. Strong interpersonal skills and the ability to maintain high standards of client service.
4. Ability to prioritise workloads and achieve accurate and timely results.
5. High level of organisation and time management.
6. Ability to operate IT systems including office switchboard, databases and other office software programs.

If you are interested in applying for this position, please email a maximum of one (1) page application addressing the selection criteria and outlining why you are the best person for this vacancy. 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 all the selection criteria will not be considered.**

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

[HCHI.Jobs@dfat.gov.au](mailto:HCHI.Jobs@dfat.gov.au)

With the subject of: **CONSULAR, PASSPORTS AND ADMINISTRATIVE ASSISTANT POSITION (Name of Applicant)**

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 (1) page pitch template for written statement addressing all of the selection criteria
3. Resume/ Curriculum Vitae (with supporting documents and evidence of resume claims if any)

**Closing date for applications is Sunday 22 April 2018, 11:59pm.**

Applicants will be shortlisted and will undergo English-language testing prior to an interview with the selection panel.

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.