



The Australian Consulate-General is an Equal Opportunity Employer

Applicant Information Pack

Thank you for considering a career with the Australian Consulate-General, Ho Chi Minh City (HCMC).

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	Executive Assistant to the Australian Consul-General
Position Number	HCHI026
Closing date	Tuesday, 31 July 2018, 11:59 pm
Employment status	Locally Engaged Staff (LES) One (1) Year Fixed Term Employment
Work level	LE4
Monthly Salary rate	VND 28,223,800
Completed applications should be emailed to	hrhubmanilarecruitment@dfat.gov.au
Position specific enquiries	hrhubmanilarecruitment@dfat.gov.au

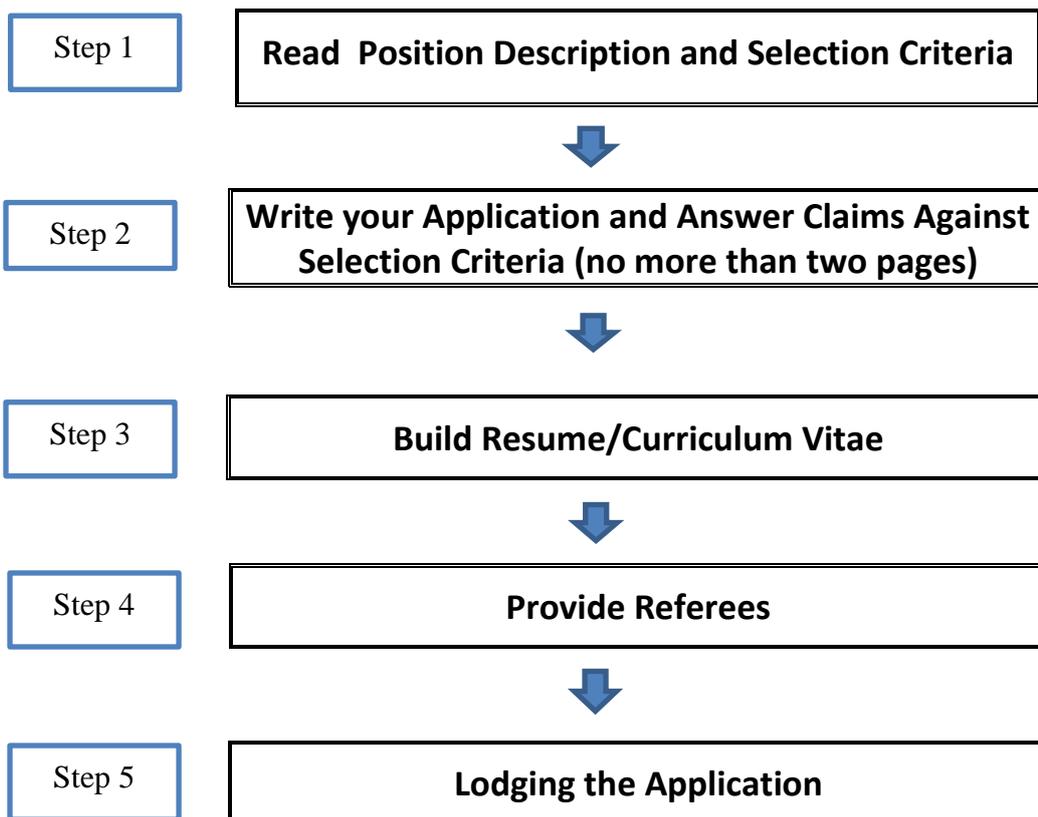
About the Australian Government's Department of Foreign Affairs and Trade

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 Consulate - HCMC

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



Step 1. Read Position Description and Selection Criteria

About the Position

Under general direction, the Executive Assistant to the Australian Consul-General ensures the efficient and effective running of the Consul-General's office.

The key responsibilities of the position include, but are not limited to:

- Manage the Consul-General's office, determine priorities and provide timely and responsive administrative and hospitality support. Manage diary appointments and maintain contact databases
- Manage documentation and inform Consul-General of matters requiring attention. Research and prepare correspondence, prepare and coordinate speech notes and briefing materials, travel programs, quarterly and annual reports and cables as required
- Actively develop post business contacts to assist post achieve objectives
- Liaise on behalf of the Consul-General for contact/appointments with the Embassy in Hanoi, other Consulates and the Australian business community. Liaise with other Agencies and locally-engaged staff on behalf of the HOP
- Manage all aspects of and have direct management of functions hosted at the Consul-General's Residence in conjunction with HOP, and acquit representation funds. Play a key role in the coordination of major representational events including Anzac Day and Australia Day
- Supervise visitors and cleaners in the mission as required
- Assist with arrangements for visiting Australia Ministers, Parliamentarians and other officials
- Manage HOP's stationary supplies

Qualifications/ Experience

- Relevant tertiary or professional qualifications and/or experience as Executive Assistant to a senior manager and/or office management
- Demonstrated experience working with the Microsoft Office suite of applications

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.

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 each of 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.

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)
- One to two (1-2) page pitch template for written statement addressing each point of the selection criteria

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

Situation	Provide a brief outline of the situation or setting
Task	Outline what <u>you</u> did
Action	Outline how <u>you</u> did it
Result	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:

- Previous employer/immediate supervisor from current or recent previous employment
- Senior person as advisor/ mentor
- Professor
- Colleagues in your previous work

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)
- One to Two (1-2) page pitch template for written statement addressing each point of the selection criteria
- Resume/ Curriculum Vitae (with supporting documents and evidence of resume claims if any)

Only electronic applications will be accepted and should be submitted via email to hrhumanilarecruitment@dfat.gov.au. Attached documents must not exceed 2.0 MB and the subject line of your email should include: position applied for, Name of Applicant (e.g. Executive Assistant to the Australian Consul-General LE4 – Name of Applicant).

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.