



Applicant Information Pack

Thank you for considering a career with the Australian High Commission, Brunei.

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	Corporate Services Manager
Position Number	PN 7543
Closing date	Monday, 13 August 2018, 11:59 pm
Employment status	Locally Engaged Staff (LES) Two (2) Years Fixed Term Employment
Work level	LE4
Monthly Salary rate	BND 3,461 to 3,821
Completed applications should be emailed to	hrhubmanilarecruitment@dfat.gov.au
Position specific enquiries	hrhubmanilarecruitment@dfat.gov.au

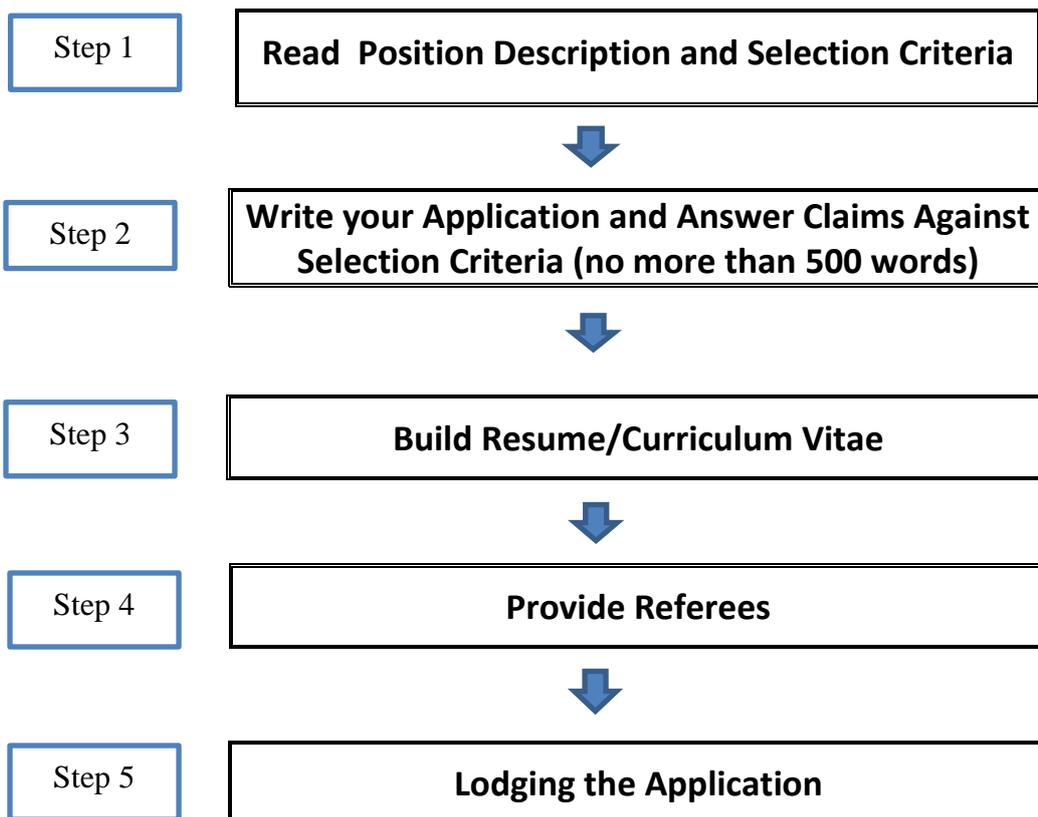
About the Australian Government's Department of Foreign Affairs and Trade

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.

Applying for employment with the Australian High Commission, Brunei

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 Corporate Services Manager manages all aspects of administration relating to the operation of the mission. The key responsibilities of the position include, but are not limited to:

- Office and Human Resource Management
 - Assist with the delivery of human resource management services, including as first point of contact for employment conditions of service.
 - Prepare monthly payroll for staff remuneration and reimbursement, in consultation with regional payment processing hub.
 - Prepare remuneration-related reports including Cost of Living adjustments and Fringe Benefits Tax for Australian employees.
 - Support the implementation of innovation and change, including as liaison point with the regional corporate services hub.
 - Mentor junior staff and support on-the-job training and development.
 - Liaise with Chancery building management and body corporate to support the High Commission assets in Brunei.
 - Support staffing arrangements for the Australian Official Residence.
- Financial Management
 - Prepare budget forecasts and reports, and monitor spending priorities.
 - Oversee office procurement from local and regional suppliers, and support payments processing.
 - Maintain asset registers, and arrange disposal of physical assets in accordance with accountability requirements.
 - Oversee key projects including, but not limited to, residential moves, Chancery infrastructure upgrades, and corporate modernisation projects.
- Passports and Consular Services
 - Perform passport, notarial and consular services as directed during staff absences.

Selection Criteria

- Relevant qualifications in Accounting, Human Resource Management or a related field.
- Corporate experience, including in the use of financial and human resource information systems such as SAP.
- Strong IT skills with Microsoft Office suite particularly Excel, and records management systems.
- High-level written and oral English communication skills.
- Strong interpersonal skills and the ability to mentor colleagues.
- An ability to establish and maintain good working level relationships with internal and external stakeholders.
- An ability to innovate within local and regional operating environments.
- Familiarity with Australian taxation laws desirable but not essential.
- Malay language fluency desirable but not essential.
- Eligibility to work in Brunei desirable but not essential.

Step 2. Write the Application/ Answer claims against the selection criteria

Your application is the first contact we will have with you. It **should not exceed 500 words** and should include a brief background summary, your current position, any previous positions or academic qualifications, languages, and other relevant information that makes you the best person for the job. Your application should also 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.

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.

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

To summarize everything, your application should contain the following:

- Full name
- Contact details
- Job vacancy you are applying for with position number (7543) and your name in the email subject header
- Summary of qualifications – actual experience, qualities, and skills
- Any current employment, previous work experience or academic qualifications
- Eligibility to work in Brunei.

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. **Applications that do not provide response to each 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:

• 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 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/or 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 from current or recent previous employment, or a senior person as advisor/mentor, etc)		
Period known		

Step 5. Lodging the application

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

- Application, including Statement of Claims against the selection criteria
- Resume/Curriculum Vitae
- Referees (2 people)

Only electronic applications will be accepted and should be submitted via email to hrhubmanilarecruitment@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. Corporate Services Manager 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.