



**Australian High Commission
Fiji**

Candidate Information Pack

BSAP Support Officer, LE3

Applications Close: 4.00pm, Monday 22 July, 2019

Email applications to:

ahcsuvavacancy@dfat.gov.au

Applying for a Job with an Australian Embassy, High Commission or Other Post

In general, selection decisions for jobs and promotions within Australian embassies, high commissions or other posts are based on three elements: a written application, referee report/s and an interview.

The following guidelines aim to assist staff prepare a written application, prepare for an interview and to prepare their referees to provide a comprehensive and supportive referee report.

1. Application

Your submission must include the completed Application form (including the one page pitch) and a brief resume.

Your resume should be brief (**no more than 3 pages**) and include your current position, previous positions (working backwards), academic qualifications, languages, and other relevant information– including publications and awards.

All advertised positions have a corresponding position description setting out the responsibilities and tasks required in the job. The selection panel will use this and the one page pitch, based on the position description, to assess applications. The position description describe the personal qualities, skills, abilities, knowledge and qualifications or experience (if any) a person needs to perform the role effectively.

One page pitch

Your 1 page pitch (limited to 1200 words) is a chance to tell the Selection Committee why you are the right person for the job. The Selection Committee want to know:-

- why you want to work at the AHC,
- why you are interested in the role,

- what you can offer them, and how your skills, knowledge, experience and qualifications are applicable to the role. In a nutshell – why should DFAT hire you?

The **one page pitch** addressing the position description is your first opportunity to demonstrate your claims against the position description. Read the position description carefully. You must provide examples that show how you meet the selection criteria. You also need to show that you have the relevant qualifications and experience. Use recent workplace achievements to demonstrate you have certain skills or experience rather than making assertions about skills or experience.

Please note that your application will not be considered if the one page pitch is not completed.

Treat your application like a formal document

Ensure grammar and spelling are correct, and that you have used the correct punctuation where appropriate. **We strongly recommend you write your one page pitch in an application such as Microsoft Word and then copy and paste it into your application form when completed.** This should prevent the loss of your work and spelling errors.

2. Referee Reports

You will be required to supply contact details of two referees that the committee may contact; this should be your current supervisor and a recent past supervisor. The committee may decide to contact a referee – either before or after interview. The committee may contact you in cases where you have advised the Committee not to at this stage. The committee may seek comments from others who know your work but you have not listed them as a nominated referee. If this is the case the committee may contact you beforehand. Not all candidates will have a referee check conducted – this will be at the discretion of the Selection Committee.

If you are currently working within the Australian High Commission, Suva it is your responsibility to advise your referees that they may be contacted by a member of the Committee. If you work in private employment, the committee/or a representative of the committee may call you to discuss contacting referees.

Referees' comments should be framed around the position description. The committee will seek evidence-based evaluations of your performance against the position description. We recommend that you discuss your claims with your referees to ensure that you are aware of the comments they may make in discussions with the selection panel. If an adverse comment is made that will have a significant bearing on an application, the committee will give the applicant concerned the opportunity to respond to the adverse comment(s).

3. Interview

Many people are nervous about interviews. Solid preparation is the key to a successful interview.

On the basis of the position description, you may be asked a range of questions to demonstrate your skills and abilities. These could include behavioural-based questions and hypothetical scenario questions.

The following interview tips might be helpful:

- Know your own story:
 - ✓ your key selling points;
 - ✓ examples of achievements relevant to the position description and
 - ✓ what you might have done differently with the benefit of hindsight
- Know the role and its broader context:
 - ✓ be familiar with the position description;
 - ✓ understand the work level standards required;
 - ✓ understand the broader context: the mission's and Department's priorities and how the job you are applying for fits into this picture; and

- ✓ be aware of current affairs
- Practice aloud to get comfortable with the wording of examples you might use, but don't learn responses by rote – you don't know what the questions are yet!
- You may be given a copy of the questions a few minutes before interview. Be ready to jot down some notes
- Dress appropriately for the interview and check your appearance in the mirror. You should feel comfortable and confident with your appearance
- Questions tend to be broad, open, behaviour-based questions to allow you to convince the interviewer of your suitability for the job/promotion
- Present clearly and confidently
- Questions need to be answered as if you were already at the level
- Manage your time. If you have a 20 minute interview, you can't afford to spend 15 minutes on your first answer
- You may be asked if there is anything you want to add – be ready
- Remember the 6 P rule:
 - ✓ Proper Prior Preparation Prevents Poor Performance.

Note:

- The position you are applying for is not an Australian Public Service position.
- Working for the department requires the highest standards of conduct. Exemplary ethical conduct on the part of the department's employees contributes significantly to the standing of the department in Australia and overseas and the overall effectiveness of its work. Employees are required to comply with the LES Code of Conduct.
- This is a locally engaged position subject to Fiji labour laws. All costs and arrangements for a work permit (if required, to be eligible to work in Fiji) are the responsibility of the applicant.

About the Australian High Commission in Suva

The Australian High Commission is located at 37 Princes Road, Tamavua, Suva.

Australia has had diplomatic representation in Fiji since 1964.

The Australian High Commissioner to the Republic of the Fiji Islands is the official representative of the Australian Government in Fiji. The High Commissioner is also Australia's Permanent Representative to the Pacific Islands Forum Secretariat.

The following Australian Government departments are represented at the High Commission:

- Department of Foreign Affairs and Trade (DFAT)
- Australian Trade Commission (Austrade)
- Australian Federal Police (AFP)
- Australian Defence Force (ADF)
- Department of Home Affairs (DHA)
- Australian Centre for International Agricultural Research (ACIAR)

Additional information pertaining to the Australian High Commission can be obtained from our website www.fiji.embassy.gov.au

Position Description

Agency	Department of Home Affairs
Position Number	Various
Title	BSAP Support Officer
Classification	LE3
Section	Border Security Assistance Package (BSAP)
Reports to (title)	LLTO

About the Department of Home Affairs

The vision of the Department of Home Affairs (Home Affairs) is to have a secure Australia that is prosperous, open and united. The Home Affairs portfolio has responsibility for managing migration, humanitarian and citizenship policy and programmes, as well as matters relating to trade and the movement of goods across the border. It works to keep Australia secure through border management and facilitates travellers to enter Australia on a temporary or permanent basis. Home Affairs strives to make fair and reasonable decisions for people entering Australia, ensuring compliance with Australia's immigration laws and integrity in decision-making.

About the position

The support officer for the Fiji Border Security Assistance Package (BSAP) will work to an Executive Officer to support the delivery of the BSAP for the Department, and is located within the Immigration Office in Suva. The support officer will use sound judgement, discretion, liaison skills and attention to detail to support the delivery of the BSAP in Fiji.

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

- Provide administrative and logistical support to an Executive Officer and the Department in the delivery of the BSAP.

- Coordinate travel arrangements for Department of Home Affairs and Australian Border Force staff travelling on secondments or short term missions in connection with the BSAP. This includes travel bookings, accommodation arrangements, and logistics.
- With direction, provide support in monitoring and reporting progress against BSAP initiatives.
- Organise visits, meetings and events for high-level visitors from Australia, including assistance in the organisation and delivery of key meetings.
- Organise the logistical arrangements for training activities for external stakeholders and supporting the Executive Officer and other staff to prepare presentations and agendas.
- Manage and coordinate the reconciliation and acquittal of expenses.
- Prepare routine correspondence, undertake research and manage a contacts database.
- Liaise with key stakeholders for logistical and administrative arrangements.
- Ensure the efficient operation of the Department of Home Affairs records management systems for the BSAP, filing and archiving of documentation.
- Other administrative and support functions as required within Immigration office in Suva.

Qualifications/Experience

- Tertiary qualifications
- Proven experience providing support to management in a similar organisation
- Proven experience in meeting tight deadlines
- Proven experience managing office records.

Selection Criteria

- Demonstrated ability to provide high-level administrative support for the Executive Officer with responsibility of a broad range of tasks including:

- Establishing and improving administrative and record-keeping processes
- performing reconciliations relating to staff travel and acquittal of expenses
- liaising with internal and external stakeholders.
- Demonstrated time management and organisational skills.
- Demonstrated information technology skills, proficiency in the Microsoft Office suite of applications and experience working with electronic databases.
- Demonstrated written and oral communication skills, interpersonal skills and stakeholder relationship skills

NOTE:

Please complete the **Application Form** which includes a **one page pitch (limited to 1200 words)** to support your application for the role.

The **Application Form** is a fillable pdf form that you will need to save onto your computer, fill the form with the one page pitch, save again before submitting the completed form. You are also required to submit your CV. **Please note that your application will not be considered if this is not done.**

Scanned and handwritten **Application Forms will not** be considered.

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