



## **Australian High Commission**

### **Kiribati**

#### **Human Resources Officer**

The Australian High Commission (AHC) invites applications for the position of Human Resources Officer to commence as soon as possible. The terms of employment will be in accordance with the AHC's Locally Engaged Staff Terms and Conditions of Employment (Republic of Kiribati). Employment will be offered on an on-going basis at the **LE4 level** with a starting annual salary of **\$22,433.40**. Continued employment is subject to successful completion of a three-month probation period.

The AHC offers an attractive conditions package that includes recreation and personal/carers leave, and an annual medical examination.

The AHC will not be responsible for any costs incurred in relation to relocation, accommodation arrangements or the return of the officer to their country of origin.

#### **About the 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.

#### **Job Description**

##### **About the role**

Under the general direction of the Office Manager, the Human Resources (HR) Officer is responsible for managing and undertaking all HR functions. It is the role of the HR Officer to ensure that the Australian High Commission is appropriately staffed with employees who are well trained and skilled to perform their individual tasks effectively and efficiently.

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

- Maintain and manage Locally Engaged Staff (LES) personal and organisational records
- Compile approvals for LES payroll, including wages, superannuation and leave
- Process fortnightly salaries with the Accountant/Finance Officer
- Build relationships with a range of internal and external stakeholders, and respond to enquiries
- Arrange LES recruitment processes, provide advice and support to stakeholders and selection committees, and coordinate recruitment documentation
- Oversee on-boarding and orientation processes for LES, and assist A-based officers with arrival and departure processes
- Make recommendations and contribute to the streamlining of HR processes to achieve efficiencies, and draft a range of HR documentation and correspondence as required
- Identify training and development opportunities, and organise courses as required
- Ensure the completion of performance management reviews, and oversee performance monitoring and employee counselling

- Provide travel and movement requisition support to LES and A-based officers
- Procure and pay for HR related goods and services, liaising as required with approvers and providers
- Provide back-up to other positions within the High Commission's corporate team as required, including acting as cashier when necessary.

### **Capabilities**

- Ability to work under minimal supervision, either as part of a team or individually
- Strong computer skills and proficiency in Microsoft Office
- Good planning, organisational, analytical and decision-making skills
- Effective communication skills including the ability to prepare reports, proposals, policies and procedures
- Excellent customer service and interpersonal skills

### **Qualifications/Experience**

- Relevant tertiary qualifications and/or experience in a similar role

### **Selection Criteria**

1. Effective communication skills, including the ability to prepare reports, proposals, policies and procedures
2. Good planning, organisational, analytical and decision-making skills
3. Ability to work under minimal supervision, either as part of a team or individually
4. Excellent customer service and interpersonal skills
5. Strong computer skills and proficiency in Microsoft Office

Your application should include:

1. **Employment and Qualification Background**

**Complete Attachment A**

The form is attached for completion.

2. **Statement of Claim Against the Selection Criteria**

**Complete Attachment B**

In this statement, **which should not exceed two (2) pages**, you will describe in your own words, why you believe that you are a suitable candidate for the advertised position and how you meet each individual selection criteria.

**Statements of claim that do not address all of the selection criteria will not be taken into consideration.**

The Statement of Claim is the centrepiece of your application and should be presented in a concise and focussed manner. In preparing your Statement of Claim, you **must** address each selection criteria and should highlight relevant experience and training. You may also include examples of work you have done and demonstrate how your contribution resulted in a positive outcome for your employer.

The STAR model is one way of presenting information against selection criteria. For each criterion think about the following and use these points to form sentences:

- **Situation** - Set the context by describing the circumstance where you used the skills or qualities and gained the experience.
- **Task** - What was your role?
- **Actions** - What did you do and how did you do it?
- **Results** - What did you achieve? What was the end result and how does it relate to the job you are applying for?

If you find it difficult to identify examples for each duty/criterion, you can still show you understand what is required and how it should be done.

Show that you are well prepared and thorough by ensuring the selection criteria is sufficiently detailed and coherent as well as free of spelling or grammatical mistakes. Where possible, have someone, such as a colleague or supervisor, read over your application before lodging it.

Please note your Statement of Claim should be written in English. The application is used by the selection panel to assess your writing and organisational skills, as well as your eagerness for the job.

**3. Provide contacts for two referees**

**Complete Attachment C**

You need to provide contacts for two referees who are familiar with your professional, as well as personal, skills and competence. In most cases referees are not contacted unless you are shortlisted for the position, however, if we have a tight timeframe we may contact referees before interviews.

**4. *Optional* Equity and Diversity Data Sheet**

**Complete Attachment D**

The form is attached.

The attached Equity and Diversity Data Sheet is not compulsory, however, it helps us to ensure we are targeting a diverse range of potential employees and it enables applicants to bring to our attention any specific needs they might have – for example highlighting any disabilities which may need to be taken into consideration at the interview venue.

**Your completed application package must be emailed to [AHC.Tarawa@dfat.gov.au](mailto:AHC.Tarawa@dfat.gov.au) or submitted to the AHC in Bairiki, no later than 5 pm (Kiribati time) on Wednesday 24 January 2024.**

**Late or incomplete applications will not be taken into consideration.**

We thank all applicants for their interest, however, only those selected for an interview will be contacted. The Australian High Commission in Tarawa is committed to protecting the privacy of your personal information. Information provided will be used for recruitment and employment purposes only.

**ATTACHMENT A****Employment and Qualification Background****1. Personal Particulars**

Title	Surname	Given Name(s)
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Contact Details – address, telephone contact details, email address

**2. Current Employment**

Month/Year Commenced	Employer	Position
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Brief Description of your duties

**3. Previous Positions Held (including movement within an organisation)**

Month/Year Commenced	Month/Year Finished	Employer	Position	Level

**4. Academic Qualifications**

Year Received	Qualification	Institution

**5. Languages**

Language	Proficiency Level

**6. Other** e.g. Awards, Academic Appointments, Publications, Professional Associations, etc



**All applicants must make their claims, with reference to the above duties, against the following selection criteria:**

- Effective communication skills, including the ability to prepare reports, proposals, policies and procedures
- Good planning, organisational, analytical and decision-making skills
- Ability to work under minimal supervision, either as part of a team or individually
- Excellent customer service and interpersonal skills
- Strong computer skills and proficiency in Microsoft Office

Please provide the names and details of two referees whom the High Commission can contact if you are short listed for the interview.

**Referee 1**

Full name of Referee:	Relationship to Applicant (employer/supervisor):
Occupation (Position and company):	Phone:
Email:	

**Referee 2**

Full name of Referee:	Relationship to Applicant (employer/supervisor):
Occupation (Position and company):	Phone:
Email:	

## ATTACHMENT D Equity and Diversity Data Sheet (Optional)

The Australian High Commission is committed to providing a fair, flexible, safe and rewarding workplace and actively encourages a working environment that is free from harassment and discrimination. The AHC recognises diversity and the benefits associated with building a workforce that reflects this diversity.

Measures are taken to eliminate employment-related disadvantages on the basis of gender, race or ethnicity, or physical or intellectual disability. To ensure these measures are effective, statistical information about the employment of people in these groups is required. You are not obliged to complete this form, however, by doing so you will help ensure the data collected reveals an accurate reflection of the diversity of our workforce.

**Gender:** M F

**Are you an Australian citizen:** Yes No

**Were you born in Australia:** Yes No

**If you are not an Australian, what is your nationality?**

**Is English your first language:** Yes No

**Do you have a disability?** Yes No

**(Note: Please indicate below any special requirements you may have at interview.)**

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*NOTE: In accordance with the Commonwealth Privacy Act, these details will not be disclosed to other agencies, persons or organisations. Composite statistical data will be used for reporting purposes only.*