



## AUSTRALIAN HIGH COMMISSION, SINGAPORE

The Australian High Commission Singapore invites applications for the casual position of Safe Hand Mail Escort. Duty statement and selection criteria are provided below.

***Please note that applicants must be Australian citizens as this position requires an Australian security clearance. The successful applicant will not be able to commence in the position until the clearance has been confirmed and the process is expected to take approximately six months.***

### Background

The Australian High Commission is the official representative of the Australian Government in Singapore. We provide a range of services to the general public, including consular, passport, visa and immigration, citizenship and cultural relations services. We also act on behalf of various Australian Government authorities by representing Australia's interests to local, regional and multilateral government and business organisations in Singapore.

### Job Description/Duty Statement

Duties of the position will include but are not limited to the following:

- Coordinate the receipt, safe custody and despatch of safe-hand diplomatic mail bags
- Securely store safe hand diplomatic bags in transit
- Check and process invoices and receipts for courier services
- Ad-hoc duties as required.

### Salary and Hours of Duty

- Starting salary is SGD 19.40 per hour with a 15% casual loading.
- Core hours of work are each Monday 20:00 – 24:00 and alternate Wednesdays 09:00 – 15:00.

### Selection Criteria

It is expected that the successful applicant will fulfil the following criteria in relation to the above duties:

- Good organisational ability and communication skills;
- Demonstrated initiative, sound judgment and proven ability to maintain confidentiality;
- Ability to work individually, and as a member of a team, with minimal supervision;
- Hold a valid Singapore driver's licence and have basic computer skills with knowledge of Microsoft applications;

*Applicants must be Australian citizens and have an ability to obtain a top secret Australian national security clearance (the Australian High Commission will facilitate the process if the applicant does not have a current Australian national security clearance).*

## Conditions of Appointment

Employment at the Australian High Commission for this position is subject to successfully securing an Australian national security clearance, and a medical clearance.

The successful candidate will undergo security vetting and authorisation processes that can be considerably lengthy to complete. Continuation of employment is dependent on retention of the security clearance.

The Australian High Commission Singapore will not be responsible for any costs incurred when applying for a Singapore visa, relocation costs, nor the return of the staff member and family to their country of origin at the end of the contract.

The Australian High Commission Singapore will arrange the necessary work authorisation through the Ministry of Manpower should it be required.

## How to apply

A Selection Advisory Committee (SAC) will be established to assess applications, conduct interviews, check referees reports and prepare a report for the delegate recommending the most suitable applicant.

**Applications should include a completed job application pack (available on [www.australia.org.sg](http://www.australia.org.sg)), including claims to the selection criteria and a current curriculum vitae.**

Based on the information provided in applications received, the SAC will shortlist applicants for interview.

Applications should be submitted electronically to [recruitment.singapore@dfat.gov.au](mailto:recruitment.singapore@dfat.gov.au) or by post marked "Staff-in-Confidence" to the following address:

Recruitment Manager  
Australian High Commission  
25 Napier Road  
Singapore 258507

The selection process usually takes several weeks and applicants will be advised of the final outcome. If another similar position becomes vacant within the next 12 months, the order of merit for this position may be considered for such vacancies.

Australian Government objectives, under which the High Commission operates, can be found on the Department of Foreign Affairs and Trade website ([www.dfat.gov.au](http://www.dfat.gov.au)).

Applications close 4pm, Friday 10 February 2012.