



AUSTRALIAN HIGH COMMISSION, SINGAPORE

The Australian High Commission in Singapore is seeking an energetic and professional individual with relevant experience to work as an Executive Assistant. The Executive Assistant provides high level administrative support to senior staff in the High Commission, and provides assistance with events and visits on a regular basis.

This advertisement is for anticipated vacancies, which may be both short-term and fixed-term positions.

Short-term positions are likely to be non-ongoing.

Fixed-term positions may be offered for up to two years, with the possibility of extension for an additional term, contingent on candidate performance and operational requirements.

Job Description

An Executive Assistant is expected to undertake the following tasks:

- Provide high level executive support including coordinating meetings, making appointments, managing schedules and organising travel arrangements and acquittals.
- Contribute to the management of regular representational functions including direct liaison with functions-related clients and service providers, preparing invitations and managing RSVPs.
- Manage, monitor and prepare the quarterly representational return for the High Commissioner.
- Manage and maintain a database of key contacts information.
- Build and maintain relationships across a broad range of stakeholders, including community organisations, senior and middle management, government officials, private sector representatives, international and regional organisations
- Undertake research and produce a range of written materials including briefing, correspondence, proposals, presentations, speeches and minutes to inform activity progress, emerging issues and key risks.
- Provide administrative support to the Political and Economic Section.

This is a full-time position. Normal hours of work are Monday to Friday 8:30am to 5:00pm, however the workload and events may require occasional out of hours/weekend work, so flexibility is required.

Qualifications/Experience

- High-level written and oral English communication skills.
- Demonstrated experience in client liaison and administration skills.
- Demonstrated office management skills.
- Demonstrated experience working as a member of a small team.

Selection Criteria

It is expected that the successful applicant will meet the following criteria in relation to the above tasks:

- Proven organisational skills and ability to follow directions, solve problems, act flexibly, determine priorities and meet agreed deadlines with limited supervision. Willingness to work out of hours from time to time if required.
- Demonstrated proficiency in operating a variety of software packages including Microsoft applications for word processing, spreadsheets and databases (i.e. Word, Excel and Access). Experience in maintaining databases is highly desirable.
- Ability to interact sensitively and liaise effectively with a culturally diverse range of organisations and individuals
- Demonstrated management or awareness of information security and an ability to handle sensitive information with uncompromising levels of discretion.
- This is a security designated assessed position. Any candidate applying for this position must have, or be able to obtain, an Australian government security clearance and must therefore be an Australian citizen.

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 and act on behalf of various Australian Government authorities by representing Australia's interests.

Conditions of Appointment

Employment at the Australian High Commission is subject to the successful completion of local police check, national security clearance and a medical clearance. As part of the selection process, shortlisted candidates will be required to undertake a written assessment prior to being considered for an interview.

Normal hours of work are Monday to Friday 8:30am to 5:00pm. The successful completion of a 6-month probation period is required. Inability to obtain a security clearance may result in the Australian High Commission terminating the contract or a change of duties.

A bonus of 1.5 months' salary is paid annually in December and additional performance-based salary increases or bonus are offered. This position is offered at the Locally Engaged Staff 4 level Salary SGD \$4,186 per month.

The Australian High Commission in 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 a contract.

The Australian High Commission Singapore will arrange the necessary work authorisation if the successful applicant is a not already residing in Singapore.

How to apply

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

Applicants are advised to address the selection criteria when preparing their application. Based on the information provided in applications received, the SAC will shortlist applicants for interview.

Applications should include your CV and the job application pack available on <https://singapore.embassy.gov.au/>

Applications should be submitted electronically to 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).

Applications close midnight 24 September 2020.