

**AUSTRALIAN HIGH COMMISSION, SINGAPORE**

**Background**

The Australian High Commission is the official representative of the Australian Government in Singapore. The High Commission provides a range of services to the general public and act on behalf of various Australian Government authorities by representing Australia's interests.

**Position Offered**

The High Commission is seeking an energetic and professional individual with relevant experience to work as the Project Coordinator in the Singapore Office of the Commonwealth Scientific and Industrial Research Organisation (CSIRO). The CSIRO shapes the future by using science to solve real issues. CSIRO’s research makes a difference to people, industry and the planet. CSIRO is expanding operations to be more active in global markets, including South-East Asia.

The Project Coordinator supports the CSIRO Singapore Office with office administration, project management and relationship building activities to advance the objectives of the CSIRO and the Australian Government. The position also includes budget management, official visit coordination and provision of general administrative support.

**Job Description**

The Project Coordinator is expected to undertake the following tasks:

* Support the Director in the day to day operations of the Singapore Office including:
  + provision of general administrative support
  + records management
  + budget monitoring
  + visit coordination
  + task completion monitoring
  + and other operational requirements
* Organise and attend stakeholder meetings and events alongside the Director and assist with the preparation of relevant documentation and reporting
* Provide advice on project compliance with established policies and guidelines
* Build and maintain relationships across a broad range of regional stakeholders, including government officials, private sector representatives, international and regional organisations
* Maintain the database of office contacts
* Work with stakeholders to identify and recommend potential opportunities for CSIRO engagement in the region

This is a full-time position.

**Selection Criteria**

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

* Highly developed written and oral communication skills. Very good interpersonal skills. Proven ability to deal with a wide range of clients, cultures and expectations.
* Demonstrated sound judgement, proven organisational skills and ability to follow directions, solve problems, act flexibly, determine priorities and a proven ability to maintain confidentiality;
* Ability to work as an individual, and as a member of a team, with minimal supervision;
* Proven ability in providing general administrative support, records management, budget monitoring and task completion monitoring; and
* Demonstrated ability to provide advice on project compliance and ensuring policies and guidelines are complied with.

**Conditions of Appointment**

Employment at the High Commission is subject to the successful completion of a local police check and a medical clearance.

Normal hours of work are Monday to Friday 8:30am to 5:00pm. A two-year contract will be offered, however the successful completion of a six (6) month probation period is required.

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 (LE4) level. Salary will commence at SGD$4,245 per month but can be increased within the LE4 salary band taking into consideration relevant experience and qualifications of the successful candidate.

Should an expatriate be the preferred candidate for the position, the High Commission will sponsor the relevant employment visa with the Ministry of Manpower. However, the High Commission will not be responsible for any costs associated with employment, which includes but is not limited to costs associated with applying for a Singapore visa, any relocation costs to Singapore, nor any costs involved with the return of the employee and/or family to their country of origin at the end of an employment contract.

**How to Apply**

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

**Please provide a written one-page pitch on why you are the most suitable applicant. Applicants must write no more than 750 words. Please note that applications failing to comply will not be eligible.**

**Information from referees forms an important part of the selection process. Applicants should carefully select two referees who can speak in detail regarding their skills and suitability for the role. Details about the current position and relationship of each referee should be provided, along with email and mobile phone contact details.**

Applicants are advised to carefully consider the selection criteria when preparing their application. Based on the information provided in applications received, the SAC will shortlist applicants for interview. Interviews are expected to take place in mid-December 2021.

Applications should include:

* Completed Job Application Pack
* One page pitch (maximum 750 words)

Applications should be submitted electronically to [recruitment.singapore@dfat.gov.au](mailto:recruitment.singapore@dfat.gov.au) or by post marked “Sensitive: Personal” to the following address:

Recruitment Manager  
Australian High Commission  
25 Napier Road  
Singapore 258507

Only those applicants short-listed for interview will be contacted. If you are not contacted within six weeks of the date of applications closing, you can consider your application unsuccessful. The selection process usually takes several weeks, and short-listed applicants will be advised of the final outcome.

If the position becomes vacant within 12 months of the date of this advertisement, an order of merit for this position may be considered for any similar 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 midnight 14 December 2021.**