



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

Background About the Department of Foreign Affairs and Trade (DFAT)

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. The Department also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional, and bilateral interests.

Position Offered

This is a temporary project-based position, Project Coordinator (LE4), for three months (extendable depending on the project requirements) to onboard a new Contacts and Events system for the Australian High Commission.

The Australian High Commission Singapore is looking for someone to manage the migration of contacts data from a range of sources onto a new Salesforce based contacts and events system.

The position will be responsible for migrating data to the new system and consolidating the database, learning how to use it (training and support will be provided), then in turn sharing, training and documenting this for other key users across the High Commission.

Job Description (The key responsibilities of the position include, but are not limited to)

- Cleanse, update and migrate data from the existing contact lists into the new system.
- Work closely with the Australia team regarding the migration and functionality of the new system.
- Work with internal stakeholders at post to identify business needs and use of the new system.
- Become a master user of the system, with the ability to maintain, add and remove contacts and create invitations and events.
- Undertake the role of a trainer and system.
- Create SOPs on the regular system maintenance.



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- Any ad-hoc duties as per assigned.

Qualifications/Experience

- Strong IT skills with demonstrated ability in Microsoft Office, particularly in Outlook, Word and Excel (Vlookup & Pivot Table), and data manipulation.
- Is detail-oriented and able to handle a range of inputs and large database.
- Independent, good organisational skills and ability to work with limited direction.
- Strong written and oral communication skills, a team player and able to manage and share information within the workplace.
- Sound judgement, including an ability to develop and interpret policies, guidelines, regulations, and other relevant material.
- Experience in Salesforce is not required, training will be provided on how to use this system.
- Able to start in short notice.

Conditions of Appointment

Normal hours of work are Monday to Friday 8:30am to 5:00pm.

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 250 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 February / March 2024.



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Applications should include:

- Completed Job Application Pack
- One page pitch (maximum 250 words)

Applications should be submitted electronically to 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 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).

Applications close midnight 7 February 2024.