

APPLICATION GUIDELINES AUSTRALIAN EMBASSY PHNOM PENH

Executive Assistant to the Ambassador and Events Manager

The Australian Embassy 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.

To apply for the position of **Executive Assistant to the Ambassador and Events Manager**, you will need to submit a **one-page pitch** (one A4 page maximum) telling us how your skills, experience and qualifications make you the best candidate for the role.

Your one-page pitch must address the below selection criteria by having specific examples from your professional and/or academic background of how you have previously demonstrated the below capabilities (rather than simply stating previous job descriptions/duties).

Selection Criteria

Required experience, skills and qualifications

1. Excellent negotiation and problem-solving skills, with a proven track record of effective stakeholder management skills, including the ability to liaise effectively with senior members of the Diplomatic community, government officials, and private sector partners.
2. Proven ability to take initiative, work under pressure and prioritise competing tasks effectively – both independently and as a team member.
3. Demonstrated experience in an administrative role involving tasks such as organising and coordinating visits, programs, and events, and handling of routine financial duties.
4. Strong oral and written communication in English, excellent organisational and administrative skills, and attention to detail.
5. A high level of personal drive and integrity and the ability to work flexibly and adapt to changing requirements.
6. Demonstrated proficiency in Microsoft Office suite of applications and the ability to learn specialised software applications.

Applicants who currently hold, or are eligible to apply for, an Australian security clearance at least at the Negative Vetting 1 level, will be given strong consideration.

You will also need to send us a **resume (two A4 pages maximum)** – please see “What should I include in my resume” section for guideline.

Applications will be assessed on their ability to demonstrate whether they possess or have significant potential to develop the required skills and knowledge to perform the role against the selection criteria.

If your application is shortlisted for an interview you may be asked to undertake further assessments, such as a writing test, to gauge your ability to perform the role.

DFAT is committed to providing an inclusive and diverse workplace where all employees are valued. We appreciate the experiences, skills and perspectives of all individuals. We actively encourage applications from women, people with disabilities and people from diverse backgrounds. The selection committee does not require personal information such as date of birth, marital status, height or weight. We do not require a photo.

Applications must be submitted electronically by email to vacancy.cambodia@dfat.gov.au with “Executive Assistant to the Ambassador and Events Manager” as the subject line by 11:30 PM of **Sunday, 26 January 2025**.

Only short-listed candidates will be contacted for an interview. 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.

What should I include in my resume?

The quality of your resume gives readers a vital first impression of you. As a minimum, you should ensure that you include the following elements:

- **Personal Details** – include your name, contact email address and phone numbers.
- **Education** – provide details of any education and qualifications that relate to the job you are applying for.
- **Work Experience** – include relevant work experience and outline the main responsibilities and achievements that relate to the job you are applying for. Organise your employment history in chronological order, starting with the most recent, and indicate actual dates of employment. Make sure to explain any gaps in time.
- **Other Experience** – if relevant, briefly mention any extra-curricular activities, interests or volunteer/community work that you have participated in and highlight what you gained from that experience.
- **Referees** – information from referees forms an important part of the selection process. You should carefully select two referees who can speak in detail regarding your skills and suitability for the role. Details about the referee’s current position and relationship of each referee should be provided, along with email and mobile phone contact details.

Your resume should be no longer than 2 pages.