

APPLICATION GUIDELINES AUSTRALIAN EMBASSY PHNOM PENH

Defence Office 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 **Defence Office 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. Demonstrated ability to develop and build professional stakeholder relationships at a working level – applying tact and diplomacy where necessary.
2. Demonstrated ability to manage and lead a small team, and to work with minimum supervision and maintain confidentiality.
3. Written and oral language skills in English to a clear and professional standard, with the ability to draft high level correspondence.
4. Demonstrated ability to set priorities, manage competing tasks and organise workloads to achieve outcomes and meet deadlines.
5. Demonstrated ability to quickly learn regulations and complex processes and apply them to the workplace.
6. A high level of personal drive and integrity and the ability to work flexibly and adapt to changing requirements.

Desirable experience and qualifications

1. Demonstrated experience with Australian Government standards and procedures, policies, and guidelines.
2. Demonstrated experience conducting finance and compliance management functions.
3. Hold or be eligible to apply for, an Australian security classification at the Negative Vetting 1 level.

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 “**Defence Office Manager**” as the subject line by 11:30PM of **Tuesday 12 August 2024**.

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 3 pages.