

**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.

**Position Offered**

The Human Resources (HR) Officer works under the direction of the Human Resources and Protocol Manager and is required to undertake a wide range of human resource management and payroll tasks to support the delivery of a shared services function for both Australia-based diplomats and locally engaged staff working at the High Commission. Working as part of a small tight-knit team within a high performing, service-orientated section, the HR Officer must be customer focused and detail oriented, with excellent task prioritisation and IT skills.

**Job Description**

The key responsibilities of the position include, but are not limited to:

* Maintain Australia-based (A-based) and Locally Engaged Staff (LES) Human Resource Management Information Systems (HRMIS), PeopleSoft and InfoTech respectively.
* Check and process LES applications for leave, monitor and maintain appropriate attendance records and salary variations for LES.
* Prepare monthly attendance and leave reports. Prepare bi-annual returns for the Ministry of Foreign Affairs on LES details and the Diplomatic List as required.
* Assist the HR & Protocol Manager with recruitment processes for new LES, including (but not limited to) arranging pre-employment medical examinations, probity checks (including Police Record Checks), Ministry of Manpower (MOM) Work Passes (where applicable) and onboarding processes.
* Arrange bi-annual medical examinations for LES and assist with the annual flu vaccination program for the AHC Community. Assist with LES medical/hospitalisation and worker’s compensation claims.
* Submit Income Tax clearance information to the Inland Revenue Authority of Singapore (IRAS) and cancellation of Work Passes to MOM when non-Singapore citizens cease employment.
* Administer the employment of domestic staff for the residences of the High Commissioner and Deputy High Commissioner, monitor employment contracts and terms and conditions of employment, liaising with employment agencies and employees as required.
* Maintain the High Commission’s Gift Register, in accordance with the DFAT Gifts, Benefits, and Hospitality Policy.
* Process DFAT A-based medical reimbursement claims in line with DFAT’s Overseas Health Provisions, liaising with the DFAT Medical Team on eligibility as required. Issue letters of guarantee to hospitals where an A-based officer or family member is admitted for treatment. Maintain individual records of claims processed for pharmaceutical benefits and the Pharmaceutical Benefits Scheme.
* Create and maintain electronic personnel files for LES and ensure all claims and approvals for A-based staff are filed electronically.
* Undertake other duties as directed.

**Qualifications, Experience and Selection Criteria**

* Demonstrated experience providing end-to-end delivery of human resource management and payroll administration, preferably in a government organisation.
* Demonstrated experience working with Singapore Labour Laws and employment-related regulations as well as processing MOM employment/work passes highly desirable.
* Demonstrated ability to work under pressure, achieve results, manage multiple tasks and priorities effectively to meet fixed deadlines.
* Client service focus with excellent communication skills, both written and oral, and stakeholder management skills.
* Proven organisational skills and ability to work both independently and as a member of a team.
* Strong analytical, accuracy and attention to detail skills.
* Strong IT skills with experience in Microsoft Office, HRMIS and FMIS. Experience with InfoTech and/or PeopleSoft highly desirable.

**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 LE4 level. Salary will commence at S$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 June 2023.

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 4 June 2023**