

**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 Visits and Functions Officer, under the direction of the Visits and Events Manager, will be required to undertake work that supports the High Commission’s high-level visit programs and functions. This includes for the Governor-General, Prime Minister, portfolio Ministers, non-portfolio Cabinet Ministers, Federal and State Parliamentarians and Senior Government Officials. The Visits and Events Officer will also be responsible for organising functions hosted by the High Commissioner or Deputy High Commissioner at the Official Residence or High Commission Chancery. Visit and events programs will involve out of hours work, including long hours, late evenings, early mornings, and weekends, for which compensation is paid.

**Job Description**

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

* Support the Visits and Events Manager with planning official visit programs and official functions, including protocol matters, budget management, accommodation, transport, security, and communications.
* Deliver functions and events at the AHC Chancery or High Commissioner’s Official Residence, including coordinating and managing guest lists and RSVPs, and supply networks (food and beverage, audio visual, security, etc) to deliver successful visits and/or functions.
* Oversight the completion and approval of Work Health & Safety (WHS) Risk Assessments for each function.
* Support the High Commission, Deputy High Commissioner, visiting delegations, and other AHC staff with engagements and functions as required.
* Develop and maintain productive working relationships with outsourced service providers, key stakeholders, and other government agencies.
* Manage competing work priorities and work collaboratively with High Commission staff and in-country visit delegations to ensure visit programs and arrangements are delivered in accordance with prevailing policy requirements and guidelines.
* Assist with preparing high quality official correspondence, including formal advice to Canberra, and visiting delegations.
* Assist with managing allocated resources including budgets, supplies, equipment, casual staff, and contractors.
* Represent the High Commission at committees, meetings and events including briefing and negotiating with external contracts on issues relating to High Commission visits and events.
* Maintain a good working knowledge of current Australian and Singapore Government policies, across the High Commission’s interests.
* General administrative duties and other duties as directed, including record keeping, budget management, contract, and supplier relationship management.
* As required, assist the Public Diplomacy Team in executing significant public affairs events.

**Qualifications, Experience and Selection Criteria**

* Demonstrated experience and success in delivering or supporting high-level/VIP visits and/or functions and/or event management roles in Government or non-government organisations and/or private sector.
* Ability to work highly flexible hours outside of business hours, with little notice and ability to work under pressure for sustained periods.
* Strong ability to work with high level government and other VIP visitors and their staff to ensure reasonable requirements and expectations are satisfied.
* High quality written and spoken communication skills, negotiation, and problem-solving skills, with a proven track record of effective stakeholder management, including with government and/or private sector partners.
* Proven organisational skills and ability to work both independently and as a team member to handle multiple tasks and priorities effectively to meet deadlines.
* Strong IT skills, including digital tech and capabilities.

**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**