

**AUSTRALIAN HIGH COMMISSION**

**KUALA LUMPUR**

**Office Manager**

Department of Home Affairs

The Australian High Commission invites applications for the position of Office Manager within the Department of Home Affairs. This position is expected to commence as soon as possible.

The Department of Home Affairs is a central policy agency, providing coordinated strategy and policy leadership for Australia's national and transport security, federal law enforcement, criminal justice, cyber security, border, immigration, multicultural affairs, emergency management and trade related functions.

Immigration Programs Division delivers the permanent migration and temporary visa programs to maximise the long-term economic and social benefits to Australia across the Skilled, Family and Resident Return visa programs, and through Temporary entry to support tourism, education and international relations.

The Department works closely with the Department of Foreign Affairs and Trade (DFAT) and other Australian government agencies in the Australian High Commission as part of a whole of government approach to advance Australia’s global, regional, and bilateral interests.

The Australian High Commission currently offers an attractive conditions package for this position that includes recreation/medical leave, medical benefits and bonus. Employment will be offered on an on-going basis, at a Level 5 locally engaged staff position (LE5) with a monthly salary of RM9,196. Continued employment is subject to successful completion of a three (3) to six (6) months’ probation period.

The Australian High Commission will not be responsible for any costs in relation to relocation, accommodation arrangements nor the return of the officer to their hometown.

**Job Description**

The position is a locally engaged position within the Australian High Commission.

Under limited direction of the Principal Migration Officer Integrity (PMOI), the Office Manager manages the day-to-day administration of the Home Affairs office and lead the Corporate/Administrative Unit of the Immigration Section of Kuala Lumpur Post.

**Tasks and Functions**

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

* Providing advice to post management on Human Resources, personnel, finance, property, and IT.
* Developing and implementing work plans in line with post’s business plans and contributing to strategic planning for longer term management initiatives.
* Managing human resources of the Home Affairs office, including identifying training needs, providing induction for new staff, supporting recruitment and selection processes, maintaining statistical and financial records on staffing levels.
* Managing and monitoring the Home Affairs post budget, including expenses, financial reporting and forecasting.
* Managing revenue reconciliation for the office, including quality assurance mechanisms.
* Managing and coordinating administration and logistics for Home Affairs staff, including travel, accommodation, financial and medical entitlements.
* Managing contracts with third party providers in accordance with departmental guidelines.
* Assisting in preparations for official visits with logistics, planning, and budgeting, liaising with other agencies and external providers.
* Handling confidential and sensitive documents with high levels of confidentiality and privacy, including preparing sensitive correspondence on corporate issues, overseeing the development of contracts and other corporate documentation, reports, submissions, proposal papers and notes produced by the corporate team.
* Establishing, developing and maintaining strong working relationships with a range of internal and external stakeholders, including Home Affairs headquarters, service delivery partners, other agencies, external organisations and clients to ensure positive customer outcomes.

**Selection Criteria**

* Well-developed oral and written communication skills in English, including good report-writing skills.
* High level negotiation and conflict resolution skills, research and analytical skills including demonstrated skills in managing key stakeholder relations.
* Good knowledge of, and demonstrated experience in preparing and managing budgets, financial and accounting records systems, purchasing and procurement procedures and asset management.
* Ability to interpret and apply legislation, policy and financial instruction and exercise sound judgment.
* Well-developed work management and organisational skills, ability to provide effective client service including the ability to deliver workplace goals within deadlines.
* Ability to apply ethical work practices and demonstrate integrity in all aspects of work.

**EQUAL EMPLOYMENT OPPORTUNITIES**

The High Commission recruitment decisions are made on the basis of merit and we do not discriminate on the grounds of gender, age, race, ethnicity, sexual preference, religion or disability. Our employees enjoy equity and fairness in the workplace, opportunities for professional development, and support to balance their work and private lives.

**PREPARING YOUR APPLICATION**

**Your application should include:**

1. Employment & Qualification Background - Complete Attachment A

The form is attached for completion.

1. **Curriculum Vitae (CV)** outlining personal details, relevant work experience, educational qualifications and skills (minimum two pages).
2. **A One (1) to Two (2) Page Pitch** of no more than 1000 words addressing the selection criteria above. Your statement should address how you have the skills and knowledge relevant to the position’s responsibilities, with reference to your relevant qualifications and experience.
3. Provide contacts for two referees - Complete Attachment B

You need to provide contacts for two referees who are familiar with your professional as well as personal skills and competence. In most cases referees are not contacted unless you are shortlisted for the position, however if we have a tight timeframe we may contact referees before interviews.

1. *Optional* Equity and Diversity Data Sheet - Attachment C

The form is attached.

The Equity and Diversity data sheet is not compulsory, however, it helps us to ensure we are targeting a diverse range of potential employees and it enables applicants to bring to our attention any specific needs they might have – for example highlighting any disabilities which may need to be taken into consideration at the interview venue.

**Your completed application package must be emailed by 5:00pm, 3 December 2024 (Kuala Lumpurtime) to** [ahcklrecruit@dfat.gov.au](mailto:ahcklrecruit@dfat.gov.au)

**Late or incomplete applications that do not address the selection criteria will not be taken into consideration.**

**We thank all applicants for their interest; however only those selected for an interview will be contacted. The Australian High Commission is committed to protecting the privacy of your personal information. Information provided will be used for recruitment and employment purposes only.**

**ATTACHMENT A** **Employment & Qualification Background**

**1. Personal Particulars**

|  |  |  |
| --- | --- | --- |
| Title | **Surname** | **Given Name(s)** |
|  |  |  |

|  |
| --- |
| **Contact Details – address, telephone contact details, email address** |

**2. Current Employment**

|  |  |  |
| --- | --- | --- |
| **Month/Year**  **Commenced** | **Employer** | **Position** |
|  |  |  |
| Brief Description of your duties | | |
|  | | |

**3. Previous Positions Held (including movement within an organisation)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month/Year**  **Commenced** | **Month/Year**  **Finished** | **Employer** | **Position** | **Level** |
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**4. Academic Qualifications**

|  |  |  |
| --- | --- | --- |
| **Year Received** | **Qualification** | **Institution** |
|  |  |  |
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|  |  |  |

**5. Languages**

|  |  |
| --- | --- |
| Language | **Proficiency Level** |
|  |  |
|  |  |
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**6. Other** e.g. Awards, Academic Appointments, Publications, Professional Associations, etc

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| --- |
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**ATTACHMENT B Referee contacts**

**ACHMENT B** **Referee contacts**

Please provide the names and details of two referees whom the High Commission can contact if you are short listed for the interview.

**Referee 1**

|  |  |  |
| --- | --- | --- |
| Full name of Referee:  Mr/Ms | Relation to Applicant (employer/supervisor): | |
| Occupation (Position and company): | Phone: | |
| Email: |  |  |

**Referee 2**

|  |  |  |
| --- | --- | --- |
| Full name of Referee:  Mr/Ms | Relation to Applicant (employer/supervisor): | |
| Occupation (Position and company): | Phone: | |
| Email: |  |

**ATTACHMENT C Equity and Diversity Data Sheet**

The Australian High Commission is committed to providing a fair, flexible, safe and rewarding workplace and actively encourages a working environment that is free from harassment and discrimination. The High Commission recognises diversity and the benefits associated with building a workforce that reflects this diversity.

Measures are taken to eliminate employment-related disadvantages on the basis of gender, race or ethnicity, or physical or intellectual disability. To ensure these measures are effective, statistical information about the employment of people in these groups is required. You are not obliged to complete this form, however, by doing so you will help ensure the data collected reveals an accurate reflection of the diversity of our workforce.

**Gender:** M F

**Are you an Australian citizen:** Yes No

**Were you born in Australia:** Yes No

**If you are not an Australian, what is your nationality? ………………………**

**Is English your first language:** Yes No

**Do you have a disability?** Yes No

**(Note: Please indicate below any special requirements you may have at interview.)**

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*NOTE: In accordance with the Commonwealth Privacy Act, these details will not be disclosed to other agencies, persons or organisations. Composite statistical data will be used for reporting purposes only.*