**PREPARING YOUR APPLICATION**

**Your application should include:**

1. CV - Complete Attachment A

The form is attached for completion.

1. Statements of Claims against the Selection Criteria - Complete Attachment B

You will describe in your own words, why you believe that you are a suitable candidate for the advertised position and how you meet each individual selection criteria.

Statements of claims that do not address all of the selection criteria will not be taken into consideration. Please observe the overall word limit outlined for your response.

*The Statement of Claims is the centre piece of your application and should be presented in a concise and focussed manner. In preparing your statement of claims, you must address each selection criterion and should highlight relevant experience and training; you may also include examples of work you have done and demonstrate how your contribution resulted in a positive outcome for your employer. Your statement of claims should be written in English.*

1. Provide contact details for two referees - Complete Attachment C

You need to provide contact details for two referees who are familiar with your professional competence and conduct. In most cases referees are not contacted unless you are shortlisted for the position.

**Your completed application package must be emailed by midnight 8 December 2015 (Pakistan Standard Time) to** Jobs.AHC-Islamabad@dfat.gov.au . **Please specify the job title and your name in the e-mail subject line.**

**Late or incomplete applications will not be taken into consideration.**

**You do not need to include a cover letter.**

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

**ATTACHMENT A CV Template**

**1. Personal Particulars**

|  |  |  |
| --- | --- | --- |
| **Title** | **Surname** | **Given Name(s)** |
|        |        |       |
| **Landline Telephone** | **Mobile** | **Email** |
|        |        |       |

**2. Current Employment**

|  |  |  |
| --- | --- | --- |
| **Month/Year****Commenced** | **Employer** | **Position** |
|       |       |       |
| **Main responsibilities (in dot points):**      |

**3. Previous Employments (most recent three, if applicable)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Month/Year****Commenced** | **Month/Year****Finished** | **Employer** | **Position** |
|       |       |       |       |
| **Main responsibilities (in dot points):**      |
| **Month/Year****Commenced** | **Month/Year****Finished** | **Employer** | **Position** |
|       |       |       |       |
| **Main responsibilities (in dot points):**      |
| **Month/Year****Commenced** | **Month/Year****Finished** | **Employer** | **Position** |
|       |       |       |       |
| **Main responsibilities (in dot points):**      |

**4. Academic Qualifications**

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

**5. Languages**

|  |  |
| --- | --- |
|  | **Proficiency Level** |
|       |       |
|       |       |
|       |       |
|       |       |

**6. Other** e.g. Awards, Academic Appointments, Publications, Professional Associations, Specific IT skills etc

|  |
| --- |
|       |

**ATTACHMENT B Statement addressing Selection Criteria**

**Your response to the selection criteria should not exceed 1,200 words.**

|  |
| --- |
| **• At least 2 years of professional experience in an office environment where you have demonstrated sound judgement, professional integrity, initiative and a flexible approach to solving complex problems. Experience similar to those outlined under “About the Position” will be considered an added advantage.** |
| Provide your response below:      |
| **• Sound understanding of general administrative procedures in an office environment. The ability to maintain confidentiality and handle sensitive matters. A strong ability to work well under pressure and prioritise competing tasks to meet deadlines.** |
| Provide your response below:      |
| **• Demonstrated interpersonal skills including strong customer services skills, and an ability to work cooperatively in a team and undertake duties with limited supervision.** |
| Provide your response below:      |
| **• Excellent oral and written communication skills in English and Urdu. An advanced ability to communicate effectively at all levels. Demonstrated high level of competency and confidence in using IT systems, including Microsoft Office programs.** |
| Provide your response below:      |
| **• Willingness to be contactable by phone after hours to assist with urgent consular matters and to travel outside of Islamabad when there is a need to do so.** |
| Provide your response below:      |

**ATTACHEMENT C 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:      | Relation to you :      |
| Occupation (Position and company):      | Phone numbers (landline and mobile):      |
| Email:       |  |  |

**Referee 2**

|  |  |
| --- | --- |
| Full name of Referee:      | Relation to you :      |
| Occupation (Position and company):      | Phone numbers (landline and mobile):      |
| Email:       |  |  |