

Australian High Commission in Pretoria

Vacancy – Human Resources & Protocol Assistant

The Australian High Commission in Pretoria invites applicants to apply for a locally engaged Human Resources & Protocol Assistant for the Department of Foreign Affairs and Trade.

APPLICANTS NEED TO SUPPLY A CURRICULUM VITAE AND 500-WORD PITCH ADDRESSING THE KEY RESPONSIBILITIES, QUALIFICATIONS, EXPERIENCE, KNOWLEDGE, SKILLS FOUND IN THE JOB DESCRIPTION BELOW. Drawing on your skills and experience, please provide **examples** of where you have demonstrated the required competencies or transferable skills.

APPLICATIONS WHICH DO NOT ADDRESS THE SELECTION CRITERIA WILL NOT BE CONSIDERED.

The Department of Foreign Affairs and Trade (DFAT) advances the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high-quality overseas aid program, and helping Australian travellers and Australians overseas.

The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional, and bilateral interests.

The Australian High Commission is Australia's diplomatic representation in South Africa.

About the position

Under direction the Human Resources & Protocol Assistant will provide a range of human resources, state protocol administrative functions, and financial support services to assist the operation of the Australian High Commission in Pretoria.

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

- Assist with human resource functions including recruitment, onboarding, conditions of service, performance management and workforce management processes for locally engaged staff (LES) to support operational effectiveness and productivity.
- Assist with the administration of Head of Mission Domestic's (HOMDOM) contracts including salaries, leave and conditions of service benefits, insurance, taxation and pension scheme.
- Monitor changes to local labour law and possible implications to the LES employment terms and conditions and ensure the maintenance of accurate personnel records.
- Assist in the administration of attached agencies' personnel and financial matters in accordance with the Service Level Agreement.
- Maintain strong working relationships with a range of key internal and external stakeholders including financial institutions, local authorities, and partner agencies.
- Assist with administrative processes to support Australian-based officers on their arrival, during posting and on departure from post, including Third Person Notes, identity cards, visas, vehicle registrations and local taxation issues.
- Perform general administration including responding to general correspondence and back-up client service support, as required.

Required Qualifications/Experience/Knowledge/Skills

- Experience in office management including human resource management and payroll management.
- Ability to understand policies, regulations, and guidelines, and apply that understanding to meet work outcomes.
- High level written and oral communication skills in English.
- Demonstrated ability to prioritise, apply judgement and innovation to achieve results.
- Strong interpersonal skills and the ability to establish and maintain effective stakeholder relationships.

Desirable

- Tertiary qualification in human resource management.

Package and remuneration

The successful applicant will be employed in an ongoing position at the LE3 salary level range of ZAR 329,880 – 385,920 per annum and in accordance with the Locally Engaged Staff Terms and Conditions 2021. This salary range is fixed and not negotiable.

Enquiries

For any enquiries related to the role or application process please e-mail hr.pretoria@dfat.gov.au.

Application Guidelines

To apply for the Human Resources & Protocol Assistant position, **you will need to address the key responsibilities, qualifications, experience, knowledge, skills in a 500-word pitch**. The panel will not assess responses that exceed the word limit. Drawing on your prior experience, please provide **examples** of where you have demonstrated the required competencies or transferable skills.

Applications that do not address the key responsibilities and qualifications/experience will not be considered.

You will also need to send us your **curriculum vitae (no more than two pages)** outlining your professional and academic background. Your CV should include the names and contact details of **two professional referees** who can validate and support your application. You may be asked to submit copies of your qualifications.

Applicants are required to hold South African citizenship, permanent residency, or the requisite work permit for South Africa.

Only shortlisted candidates will be contacted for an interview. If you have not received any communication from the Human Resources Section of the Australian High Commission within four weeks after the close of applications, please consider your application unsuccessful. Thank you for your understanding and interest in working at the Australian High Commission in Pretoria.

Applications must be submitted by e-mail to hr.pretoria@dfat.gov.au with 'Application for Human Resources & Protocol Assistant' as the subject line by **5.00 pm Pretoria time on 25 October 2024**.