

**AUSTRALIAN HIGH COMMISSION – KUALA LUMPUR**

Human Resources Assistant – Administration Section

The Australian High Commission in Kuala Lumpur invites applications for the position of Human Resources Assistant in the Administration Section for a commencement as soonest as possible.

This position will play a key role in supporting the Human Resources services. The Human Resources Assistant will be expected to demonstrate the ability to work independently and provide key assistance and initiative in implementing human resource functions and strategies in support of our corporate objectives.

The terms of employment will be in accordance with the Kuala Lumpur Based Terms and Conditions of Employment. Employment will be offered on an ongoing basis at the LE3 Level with an annual salary of RM46,188 to RM49,992 (annual 12 months). Continued employment is subject to successful completion of a 6 month probation period.

The Australian High Commission in Kuala Lumpur offers a package that includes recreation and medical days, medical benefits and two months’ contractual bonus.

**Tasks and Functions**

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

* Maintains human resources records by recording new hires, transfers, terminations, changes in job

classifications, merit increases, attendance and leave recording;

* Update staff details in Overseas Staff Profile database;
* Ensure that HR forms are up-to-date and maintained correctly in the Post Intranet;
* Providing general administrative support and handling HR daily activities;
* To ensure proper documentation, correspondence, report, filing and records (physical and electronic) are consistent with guidelines and procedures;
* Ability to maintain confidentiality of HR related matters;
* Prepare monthly salary and reports for all Locally Engaged Australian and temporary staff;
* Monitor and prepare documentation for work permit for Australian employees and domestic helpers;
* Provide logistics and assistance in recruitment and training;
* Process medical claims and other payments for reimbursements;
* Assist in monthly payroll processing and gift registration;
* Assist in the duties of the Workplace Health and Safety (WHS) Representative at Post including the role of Workplace Diversity Officer;
* Other duties as directed.

**Selection Criteria**

###### Essential

* At least two years of progressive experience including experience in HR general administration;
* Demonstrated flexibility and ability to work independently or as a member of a team;
* Ability to prioritise workload on a daily basis;
* Fluency in written and oral communication in English and Bahasa Malaysia;
* Proficiency in Office-based software and technology systems, and experience in utilizing management information system to provide qualitative and quantitative management reporting on HR matters. Experience in the use of Human Resources Information System (HRIS) would be an advantage;

Desirable

* Tertiary qualifications in Human Resources Management or Business Administration;
* Experience working in a diverse environment.

**VISA INFORMATION**

To work at the Australian High Commission, it is a requirement to hold a work permit/visa if you are not a Malaysian Citizen. The High Commission will facilitate the necessary work authorisation for the work permit/visa process for the successful applicant. The successful candidate is responsible for his/her travel and accommodation arrangements. The work permit/visa is only applicable to the successful applicant. Family members and dependants are not included.

Once the permission is granted by the Ministry of Foreign Affairs (Malaysia) for the successful applicant to work in Malaysia, the employment can commence immediately thereafter. Following commencement the High Commission will lodge the necessary paperwork for the application for the work permit/visa. This may take up more than six weeks.

The Australian High Commission in Kuala Lumpur will not be responsible for any costs incurred on relocation costs, accommodation arrangements nor the return of the officer to their country of origin at the end of the contract.

**PREPARING YOUR APPLICATION**

**Your application should include:**

1. Employment & Qualification Background - Complete Attachment A

The form is attached for completion.

1. Statement of Claim against the Selection Criteria - Complete Attachment B

In this statement, which should not exceed two (2) pages, you will describe in your own words, why you believe that you are a suitable candidate for the advertised position and how you meet the selection criteria.

**Statements of claim that do not address all of the selection criteria will not be taken into consideration.**

***The Statement of Claim 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 criteria 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 contacts for two referees - Complete Attachment C

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 D

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, 22 January 2017 (Kuala Lumpur time) to** [ahckl.admin@dfat.gov.au](mailto:ahckl.admin@dfat.gov.au)

**Late or incomplete applications 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 in Kuala Lumpur 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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**ATTACHMENT B Statement addressing Selection Criteria**

**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 Applicant (employer/supervisor): | |
| Occupation (Position and company): | Phone: | |
| Email: |  |  |

**Referee 2**

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

**Declaration:**

I declare that the information I have provided is true and correct at the time of submission.  I understand and agree that giving false or misleading information is an offence which may lead to disqualification from this selection process or termination of my employment if I am the successful candidate.

Signature Date:

**ATTACHMENT D 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.*