



APPLICATION INSTRUCTIONS

Required Documents for Submission:

- Your **resume**. Your resume should be **no more than three pages** and should include **the contact details of two professional referees**
- A written **statement of purpose**. Your statement of purpose should be **no more than 300 words** and it should summarise your motivation in seeking the position as well as demonstrate your capacity to fulfil the job's responsibilities.
- Do not include copies of certificates or referee reports with your application.

Applications must be submitted by **Sunday, 24 May 2026 at 6:00 PM**.

Applications can be sent by email: HR.Vientiane@dfat.gov.au

The Australian Embassy is an equal opportunity employer; all applicants will be considered on their merits, and only shortlisted applicants will be contacted.

Applicants who are ranked suitable by the selection panel will be placed on a merit pool for 18 months and may be considered for similar vacancies within this period.

Only short-listed applicants will be contacted for interview. If you are not contacted within **six weeks** of the date of applications closing, you can consider your application unsuccessful.

OTHER ELIGIBILITY & REQUIREMENTS

All employments at the Australian Embassy are subject to satisfactory medical and security vetting. Applicants must be able to work as a locally engaged staff member at a diplomatic mission, possess a valid passport and a driver's license, and be willing to travel within Laos as required.