



APPLICATION INSTRUCTIONS

Applicants for Australian Embassy positions must prepare a **written statement** that addresses the position's specific **selection criteria**. The selection criteria are listed in each of the position descriptions, and are slightly different depending on the responsibilities of the position, and the technical skills required.

When preparing the written statement, candidates should refer to their work experiences, skills, abilities, personal qualities and educational qualifications to help demonstrate to the selection panel that they are suitable for the position. You will find guidance on preparing responses to selection criteria through the following link: <http://www.jobaccess.gov.au/content/how-write-selection-criteria>

Candidates should number the selection criteria (1 to 5, or 6, depending on the position applied for) and write a clear and separate response to each one. The response to each individual criteria should not be more than 250 words.

A copy of your **resume** should accompany your written statement. Your resume should be **no more than three pages** and should include **the contact details of two professional referees**. Do not include copies of certificates or referee reports with your application.

Applications must be submitted by **5pm on Tuesday, 21 April 2015**.

Applications can be sent by post: Senior HR Officer
 Australian Embassy
 P O Box 292
 Vientiane

Or sent by email: austemb.laos@dfat.gov.au

Or delivered to the Embassy: KM4 Tha Deua Road
 Watnak, Sisattanak

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

Applicants who are ranked suitable by the selection panel will be placed on an eligibility list for 12 months and may be considered for similar vacancies that arise before May 2016.

OTHER ELIGIBILITY & REQUIREMENTS

All employees 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 or be able to obtain a valid passport, and be willing to travel within Laos, regionally and internationally as required.