



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 1000 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 **Wednesday 23 April 2025 at 5:30 PM**.

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

Or delivered to the Embassy:	HR Section KM4 Tha Deua Road Watnak, Sisattanak
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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 an eligibility list for 18 months and may be considered for similar vacancies within this period.

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 and a driver's license or be able to obtain a valid passport and a driver's license, and be willing to travel within Laos, regionally and internationally as required.