



Embassy of Australia
Seoul

Job Vacancy

Temporary HR and Protocol Officer

Position Description

Reports to:	HR and Protocol Manager
Position title:	Temporary HR and Protocol Officer
Position level and Salary:	Locally Engaged 3 level with a starting salary of KRW 3,242,614 per month
Employment period:	The position is temporary from January to June 2018

Vacancy Details

Vacancy type:	Internal & External vacancy
Additional information:	Send applications to seoul.recruitment@dfat.gov.au Please submit application materials in Microsoft Word or PDF formats only <u>Please indicate your full name and the position title in the subject line</u>
Proposed published date:	14 December 2017
Proposed closing date:	Close of business on Thursday 04 January 2018 <u>Applications received after the closing date will not be considered</u>

Requirements

Applications must include:

- Application for Locally Engaged Staff Employment (form attached separately)
- A written statement (no longer than two typed pages) directly addressing the applicant's abilities and claims against the position requirements
- Curriculum vitae
- Details of two referees who may be contacted if necessary

Other Requirements

The successful applicant will be required to provide a police security clearance certificate and undergo a medical examination to determine fitness for duty.

Key Responsibilities

1. Human Resource Management

- Operations
 - Manage personnel files (both hard copy and electronic files) for Locally Engaged Staff (LES)
 - Arrange medical appointments for newly recruited LES and regular medical examinations for all LES
 - Provide standard employment certificates to LES as requested
 - Maintain the Embassy's HR Management information System
 - Assist Australia-based (A-based) staff with obtaining Korean Alien Registration Cards and Korean Driver's Licenses and the registration of private vehicles

2. Protocol Services

- Protocol Services
 - Arrange visas for overseas official travel undertaken by A-based and LES
 - Provide advice to A-based staff with the employment of domestic staff, as required

3. Other

- Other duties as directed

Position Requirements

Competencies

Essential

- High level spoken and written English and Korean language ability
- Ability to work well in a small team
- The ability to undertake human resource management-related issues including the administration of personnel records

Desirable

- Previous experience in Human Resource Management, especially in an Embassy environment
- Previous experience assisting with protocol related issues in an Embassy environment
- Previous experience dealing with Government Agencies

Notes

For selection purposes each of the above competencies will be considered. In order to manage the recruitment process efficiently, only applicants who are successfully shortlisted for interview will be contacted. If you have not been requested to attend an interview within four weeks of the closing date please assume that your application has not been successful on this occasion.