



## Application Guidelines

Recruitment to the Australian Embassy Indonesia is governed by the merit principle, which requires employment decisions to be based on merit and made without patronage, favouritism or discrimination.

Please carefully read all sections of this document. It contains important information on preparing your application, the selection and assessment process, eligibility requirements, terms and conditions of employment, remuneration and salary packaging.

### How to apply

Submit application to [jakartajobapplications@dfat.gov.au](mailto:jakartajobapplications@dfat.gov.au) by the closing date and time specified in the advertisement. As part of your application you will need to provide:

- A Curriculum Vitae (CV)
- A 1-2 page essay of no more than 1,000 words telling us how your skills, experience and qualifications makes you the best candidate for this opportunity

### What should I include in my essay?

In preparing your application, you should work on the assumption that the selection committee has no prior knowledge of you.

**Note the essay is DIFFERENT from a cover letter!**

Your 1 -2 page essay is a chance to tell the Selection Committee why you are the right person for the job. The Selection Committee want to know why you want to work at the Australian Embassy Indonesia, why you are interested in the role, what you can offer them, and how your skills, knowledge, experience and qualifications are applicable to the role. In a nutshell – why should we hire you? You have 1,000 words to complete your essay.

Try not to duplicate information that can already be found in your resume, but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

You may find some good samples essay writing at the end of this document.

### Prepare your Curriculum Vitae (CV) or Résumé

Prepare your CV in Microsoft Word or PDF format, at a minimum it should include:

- your employment history, including details of the dates, the organizations and a short description of the type of work you undertook that would be relevant to this position
- your educational qualifications, including the degree award or certificate title, the institution attended, the dates of study and country where you studied
- at least two referees who are familiar with your professional background (current and former supervisors preferable)
- Your CV should be no more than 2 pages.

Ensure grammar and spelling are correct, and that you have used the correct punctuation where appropriate.

### **Referees**

You will be required to supply contact details of two referees that the committee may contact; ideally this should be your current supervisor and a recent past supervisor. The committee may decide to contact a referee – either before or after interview. Not all candidates will have a referee check conducted – this will be at the discretion of the Selection Committee.

It is your responsibility to advise your referees that they may be contacted by a member of the Committee.

## **Submitting your application**

You should email both documents to [jakartajobapplications@dfat.gov.au](mailto:jakartajobapplications@dfat.gov.au)

Please include **the relevant header** in the email subject field.

You must submit your application before **the closing time**. The closing time will be **midnight Jakarta time** on the closing date. Once the closing time has passed, the vacancy is automatically removed from the website.

### **Helpful Hints in Applying**

Please take your time in and preparing your essay and CV as our decision on who moves forward will be based on the information you provide. Please draw on experience you have gained from work, social or study situations to demonstrate your skills and complete all areas of the application.

- Only applications in English will be processed;
- Attach your documents, do not provide a link to access your application stored on a cloud storage;
- Unless requested, do not send any documents other than CV and your one-page essay.

### **Notification**

Due to the volume of applications normally received, we generally do not notify applicants who have not been shortlisted. If you have not heard back from us after four weeks, you should assume that you have not been selected for the next stage.

If selected for an interview, you will receive a minimum of 48 hours' notice, however ideally we aim to provide 3 working days' notice. Overseas and interstate applicants will most likely be interviewed by telephone.

### **Updating your details**

You can update your contact details at any time.

### **Withdrawing an application**

Changed your mind? You can withdraw your application at any time. Withdrawals should be made in writing to [jakartajobapplications@dfat.gov.au](mailto:jakartajobapplications@dfat.gov.au)

## Selection, Assessment & Outcome

The Embassy often receives several hundred applications for its advertised vacancies.

The Embassy aims to conduct its selection processes in a timely manner. Selection processes are usually completed in approximately 6-8 weeks while bulk selection processes may take 3-4 months.

### The Committee

The Embassy will establish a **Selection Advisory Committee (SAC)** to consider applications for the advertised vacancy. The SAC is comprised of a Chair and two other members, all of whom are usually Embassy employees.

### The Assessment

In accordance with the merit principle, the Committee will initially assess applicants' written applications to establish a shortlist. Those shortlisted may proceed to interview. A referee check will be conducted on all applicants who are ranked on the order of merit. The committee will determine when to contact a referee or others familiar with the applicants work to verify claims made on the application form.

The Committee will then make a recommendation to the delegate to establish an order of merit.

### Outcome

At the completion of the selection process, successful applicants will be contacted by telephone. Unsuccessful applicants who were interviewed will receive advice by email.

## Eligibility Requirements

There are basic eligibility requirements which all applicants must meet:

- **Entitlement to work:** You must be entitled to work in Indonesia by virtue of your citizenship or relevant work permit. The requirement to hold such documentation will be an ongoing condition of employment.
- **Character requirements:** You must be of good character – ie. “a fit and proper person”, and demonstrate exemplary standards of integrity and professionalism.
- **Medical requirements:** You will be required to obtain a medical clearance, and if successful an appointment will be made for you. This is to determine if you meet the required standards of health and physical fitness before you are engaged to the Embassy.
- **Security requirements:** All positions in the Embassy are required to pass security requirements.
- **Academic/Professional Qualifications:** Any claims you make with regard to academic and/or professional qualifications must be capable of being verified with the relevant institution. False claims could lead to rescission of an offer of employment or disciplinary action, including possible termination of employment.

## Examples of good essay writing

### Example 1

My professional experience in the Indonesian development sector has afforded me an excellent opportunity to strengthen my skills, knowledge, and experience in the delivery of aid. Specifically, it has supported my understanding of project and financial management processes, in the areas of democratic governance, education, social inclusion, and public-private engagement. I am also fortunate to have had the opportunity to work for agencies that have been proactive in supporting and educating their staff in terms of ensuring appropriate knowledge and understanding of Indonesia's institutional, political and bureaucratic system structures. These experiences have expanded my network with government partners, Civil Society Organisations (CSOs), academia, and media organisations across Indonesia.

On commencing in my former role, I instigated a revised methodology for in-country financial management under the new Country Director. Previously, financial management was not effective, transparent or timely. I applied knowledge I had gained from previous experience at my previous employer and introduced local staff to the new system of finance approvals and appropriate documentation. This brought in-country financial practices in line with mechanisms that were being implemented by Finance Team at the head quarter. It also assisted with improving the coordination between the head quarter and our in-country Representative office. I led this initiative, including the development and production of a new set of financial management templates and SOPs through to guidance and coordination with the head quarter, under the supervision and approval of the new County Director.

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### Example 2

I have worked in small, medium, and large multi-national teams. I have significant experience supervising staff, including working with staff that require additional support and attention to achieve project outcomes. I regularly mentor my subordinates and encourage their capacity development, through the sharing of knowledge, expertise and opportunities. In addition to encouraging strong relationships among team members, I have also taken on a mentoring role, providing exposure to international practices. As I led the majority of company's operational activities I was largely responsible for staffing. In this role I developed a performance management system to support and record staff achievements, goals and challenges. I am able to manage underperformance and provide encouragement and praise for outstanding achievements. I try to manage staff by empowering them and encouraging them to achieve the best they can be, through training, goal-setting and self-awareness.

### **Example 3**

I am very familiar with the Windows and Microsoft Office applications as I have been using them since the first time I started working. In my previous jobs I used MS Excel for the database, I am very familiar with the formula and data functions. Since I joined the company I have been learning the particular applications, such as SAP and OSP. Though my particular tasks require minimum interaction with the applications, I have been learning the utilities and have been able from time to time to back-up my colleagues when they are not available.

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### **Example 4**

As the Executive Secretary to the General Manager, I have the responsibility to ensure that deadlines are properly followed by the team, especially when it is related with Corporate Office's guidance and in certain situations where GM has to provide immediate feedback to Corporate Office or to Owing Company.

Monthly GM report has its submission deadline on every fifth working day of the month while the operation performance figures can only be seen after the month-end closing on the third working day. In these performance figures we can see what we achieved and what we did not in the month before.

Basically we only have around two days to get the monthly GM report done. I play my role to ensure that finance team properly distributes the data from month-end closing as well as the template of Monthly GM report to all respected executive committee members for their feedback. After getting the complete feedback from respected leaders, I need to compile it all into the report template and run grammar and spelling checker then present it to General Manager for his additional comment and final review. Once GM has done that part, on the fifth working day, I will upload that into our network to be reviewed by our Regional Office.

To ensure that everybody remembers their deadlines, in the morning a day before, I make a reminder call or email to the respected team member. Whenever necessary, I come to new division head to explain of what follow up is expected from his/her and ensure that he/she understands the importance of sticking into deadline.

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