



MANAGEMENT OFFICER

The Management Section of the U.S. Consulate General Melbourne is seeking an experienced manager to conduct a continuing review of post requirements and administrative services and oversee all management activities including general services, financial and human resources operations.

Salary: A\$114,184 p.a.

Hours: Full time 40 hours per week, Monday - Friday

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

1. Completion of Secondary School (Year 12) is required. At least two years of full-time post secondary study (or the equivalent hours spread across a part-time study period) of additional coursework (through university studies) or certification (through occupational training facilities) in any of the following - Human Resources, Business Administration, Management, Finance or Purchasing is required.
2. A minimum of five years progressively responsible experience in administrative management, with supervisory duties being a major component of previous position(s) is required.
3. Level 4 (Fluent) written and spoken English including demonstrated superior oral and written communication skills is required.
4. A proven ability to work independently, displaying self motivation, a high level of initiative and outstanding organizational skills; is required.
5. Demonstrated proficiency in the following areas; competent decision making, working under pressure, performing multiple functions concurrently, managing competing priorities, outstanding interpersonal skills and proven ability to manage a team is required.
6. Ability to use standard word processing, spreadsheet, database, e-mail and other computer office applications is required. This may be tested.

For further information and the selection criteria please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, resume and UAE to the

Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla,
ACT 2600 or via email to: usaembrhro@state.gov by **October 1, 2012**

Hand delivered applications cannot be accepted. Offers of employment are subject to
medical and security clearances.

***Note:** Only short listed applicants will be contacted regarding the next phase of the
selection process. To those applicants not short listed, we extend our appreciation for
considering the US Government as a potential employer.*

The U.S. Government is an Equal Opportunity Employer and maintains a drug free
work environment.

POSITION TITLE: MANAGEMENT OFFICER	POSITION GRADE LE-12 (STARTING SALARY A\$114,184)
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DUTIES AND RESPONSIBILITIES

Basic Function of the Position

Under the direct supervision of the Principal Officer, with review and guidance from the Management Counselor in Canberra as necessary. The position conducts a continuing review of post requirements and administrative services, overseeing all management activities including general services, financial and human resources operations. Advises the Principal Officer and Heads of Agencies on administrative procedures.

Major Duties and Responsibilities

Oversees all management activities including General Services, Financial and HR operations.

Acts as contracting officer with USD 100,000 warrant. Responsible for leasing, procurement, housing, construction, maintenance and housekeeping activities, transportation, customs, and travel. Incumbent supervises cashiering and vouchering activities.

Acts as approving officer for travel, representation, education, post allowance and petty cash and works with the Financial Management Center on budget preparation. Oversees post level functions in compensation and payroll.

Directs and coordinates personnel activities with the Regional Human Resources Officer Canberra.

Acts as POSHO (Post Occupational, Safety and Health Officer) and Fire Officer. Provides management and administrative advice and assistance to the principal officer, resident agencies, and employees.

Supports VIP visits to the consular district. Provides administrative support for USG visitors to Melbourne as appropriate.

Develops and maintains relationships with host government, and non-government contacts in matters relating to administrative and management duties.

Ensures Management section employees are cross-trained.

Establishes and maintains appropriate management internal control systems in accordance with management controls handbook.

Coordinates with Information Processing Officer for Information Processing Center needs.

Coordinates with Post Security Officer for implementation of the security program.

Selection Criteria

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Secondary School (Year 12) is required. At least two years of full-time post secondary study (or the equivalent hours spread across a part-time study period) of additional coursework (through university studies) or certification (through occupational training facilities) in any of the following - Human Resources, Business Administration, Management, Finance or Purchasing is required.
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6. Ability to use standard word processing, spreadsheet, database, e-mail and other computer office applications is required. This may be tested.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. The candidate must be able to obtain and hold sensitive but unclassified security clearance.

TO APPLY

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix below); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Regional Human Resources Office
American Embassy
Moonah Place
YARRALUMLA ACT 2600

or via email to: usaembrhro@state.gov

THE DEADLINE FOR APPLICATIONS IS OCTOBER 1, 2012

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

APPENDIX

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References