



## WAE MANAGEMENT CLERK

The U.S. Consulate General Melbourne is seeking an individual for the position of WAE Management Clerk in the Management Section.

Salary: A\$52,465 p.a. pro-rata + superannuation benefits  
Hours: When actually required to a maximum of 40hrs/week.

For further information and the selection criteria please refer to the [Duties and Responsibilities Statement](#).

Forward application letter, response to the selection criteria and resume to the Management Office U.S. Consulate General, 553 St Kilda Road, Melbourne, VIC 3004 by  
**MARCH 2, 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.

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**POSITION TITLE:**  
**WAE MANAGEMENT CLERK**

**POSITION GRADE LE- 5**  
**(STARTING SALARY A\$52,465**  
**PRO-RATA)**

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**DUTIES AND RESPONSIBILITIES**

**Basic Function of the Position**

The employee performs a wide range of administrative duties on a project/ as needed temporary basis. These duties will primarily involve reception, front office, and/or general administrative responsibilities, with an onus on telephone customer service, executive office protocols, office/administrative proficiency and appointment scheduling.

**Major Duties and Responsibilities**

The When Actually Employed (WAE) Management Clerk is responsible for general administrative duties including filing, drafting correspondence, and assisting with the organization of official events.

The incumbent can be required to serve at an administrative level within multiple of the Consulate's sections, these include;

- The Executive Office
- Management Section
- Consular Section
- Reception
- Information Resource Management/Diplomatic Post Office
- Public Affairs Section

Other duties as assigned

**QUALIFICATIONS REQUIRED**

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.
2. One year experience in general administrative work which includes a high level of proficiency in software applications is required. This will include word processing, email applications and database maintenance.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.

4. Demonstrated ability to exercise tact and good judgment when dealing with the public is required.
5. Keyboard skills with an ability to type 30wpm are required. This will be tested.
6. Demonstrated organizational and time management skills are required, with the ability to work a flexible schedule, often at short notice.

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS WITH 12 MONTHS VALIDITY TO BE ELIGIBLE FOR CONSIDERATION.**

### **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. 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 U.S. 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 a Sensitive but Unclassified security clearance.

EFM's must have 12 months remaining at Post.

## **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 B); 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**

Management Office  
U.S. Consulate General  
Level 6, 553 St Kilda Road  
Melbourne VIC 3004

## **THE DEADLINE FOR APPLICATIONS IS MARCH 2, 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.

U.S. 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, 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