



## **Australian High Commission Kiribati**

### **Gardener and Handyman**

The Australian High Commission (AHC) invites applications for the position of Gardener & Handyman with a start date of as soon as possible. The terms of employment will be in accordance with the Locally Engaged Staff Terms and Conditions of Employment (Republic of Kiribati).

Employment will be offered on an on-going basis at the **LE1 level** with a starting annual salary of **\$12,753.36**. Duties will be amended according to the level of the successful applicant.

Continued employment is subject to successful completion of a three-month probation period.

The AHC offers an attractive conditions package that includes recreation and personal/carers leave, and an annual medical examination.

The AHC will not be responsible for any costs incurred in relation to relocation, accommodation arrangements or the return of the officer to their country of origin.

### **Job Description**

#### **About the role**

Under close direction of the Property Officer, the Gardener and Handyman will ensure all external surrounding areas of the Australian High Commission (AHC) in Tarawa are maintained to the highest standard including maintenance of related equipment. The position will also be responsible for assisting with the fleet operations of AHC.

### **Tasks and Functions**

- 1. Gardening and property maintenance** **60%**
  - Perform garden, grounds, and swimming pool maintenance to ensure clean, safe and healthy property environment
  - Maintain machines, tools and gardening equipment in good and working condition, reporting faulty equipment and machines for repair as necessary
  - Ensure cleanliness of the AHC office exterior
  - Provide advice on improvements to the garden and grounds
  - Collect, remove and appropriately dispose of rubbish, as required
  
- 2. Fleet operations** **25%**
  - Maintain cleanliness of official vehicles (interior & exterior)
  - Refuel vehicles and arrange servicing when required
  - Deliver and collect official mail and supplies, as appropriate
  - Maintain accurate vehicle logs

### **3. Handyman services**

**10%**

- Carryout routine and periodic inspections and maintenance of AHC property, assets, tools and equipment to ensure it is in a safe working condition
- Undertake minor maintenance tasks as required
- As requested, facilitate the provision of quotations by contractors
- Monitor the work of contractors on AHC property
- Report all damage and problems, including those noted in the watch logbooks.

### **4. AHC Boat**

**5%**

- Assist in launching the AHC boat

### **Capabilities**

- Ability to work with minimum supervision, either as part of a team or individually
- Gardening and handyman skills, including using and safely operating garden and property related equipment
- Good customer service skills

### **Qualifications/Experience**

- Relevant experience or knowledge of gardening and grounds maintenance is desirable.
- Valid driver's license with classes:
  - ✓ D (private motor vehicle)
  - ✓ E (Motorcycle)
  - ✓ F (towing trailers)

**Your application should include:**

1. **Employment and Qualification Background** **Complete**  
**Attachment A**

The form is attached for completion.

2. **Statement of Claim Against the Selection Criteria** **Complete Attachment B**

In this statement, you will write a 300-word statement on why you believe that you are a suitable candidate for the advertised position and how you meet each individual selection criteria.

**Statements of claim that do not address all the selection criteria will not be taken into consideration.**

The Statement of Claim is the centrepiece of your application and should be presented in a concise and focussed manner. In preparing your Statement of Claim, you **must** address each selection criteria and should highlight relevant experience and training. You may also include examples of work you have done and demonstrate how your contribution resulted in a positive outcome for your employer.

The STAR model is one way of presenting information against selection criteria. For each criterion think about the following and use these points to form sentences:

- **Situation** - Set the context by describing the circumstance where you used the skills or qualities and gained the experience.
- **Task** - What was your role?
- **Actions** - What did you do and how did you do it?
- **Results** - What did you achieve? What was the result and how does it relate to the job you are applying for?

If you find it difficult to identify examples for each duty/criterion, you can still show you understand what is required and how it should be done.

Show that you are well prepared and thorough by ensuring the selection criteria is sufficiently detailed and coherent as well as free of spelling or grammatical mistakes. Where possible, have someone, such as a colleague or supervisor, read over your application before lodging it.

Please note your Statement of Claim should be written in English. The application is used by the selection panel to assess your writing and organisational skills, as well as your eagerness for the job.

3. **Provide contacts for two referees**

**Complete Attachment C**

You need to provide contacts for two referees who are familiar with your professional, as well as personal, skills and competence. In most cases referees are not contacted unless you are shortlisted for the position, however, if we have a tight timeframe, we may contact referees before interviews.

4. **Optional Equity and Diversity Data Sheet**

**Complete Attachment D**

The form is attached.

The attached Equity and Diversity Data Sheet is not compulsory; however, it helps us to ensure we are targeting a diverse range of potential employees and it enables applicants to bring to our attention any specific needs they might have – for example highlighting any disabilities which may need to be taken into consideration at the interview venue.

**Your completed application package must be emailed to [AHC.Tarawa@dfat.gov.au](mailto:AHC.Tarawa@dfat.gov.au) or submitted to the AHC office opposite St Anne Pre-school, Bairiki, no later than 4 pm (Kiribati time) on Friday 20<sup>th</sup> January 2023.**

**Late or incomplete applications will not be taken into consideration.**

We thank all applicants for their interest, however, only those selected for an interview will be contacted. The Australian High Commission in Tarawa is committed to protecting the privacy of your personal information. Information provided will be used for recruitment and employment purposes only.

**1. Personal Particulars**

Title	Surname	Given Name(s)
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Contact Details - address, telephone contact details, email address

**2. Current Employment**

Month/Year Commenced	Employer	Position
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Brief Description of your duties

**3. Previous Positions Held (including movement within an organisation)**

Month/Year Commenced	Month/Year Finished	Employer	Position	Level

**4. Academic Qualifications**

Year Received	Qualification	Institution

**5. Languages**

	Proficiency Level

**6. Other** e.g. Awards, Academic Appointments, Publications, Professional Associations, etc

## **ATTACHMENT B Statement of Claim Against the Selection Criteria**

**All applicants must make their claims, with reference to the above duties, against the following selection criteria:**

1. Ability to work with minimum supervision, either as part of a team or individually
2. Gardening and handyman skills, including using and safely operating garden and property related equipment
3. Good customer service skills

Please provide the names and details of two referees whom the High Commission can contact if you are short listed for the interview.

**Referee 1**

Full name of Referee:	Relationship to Applicant (employer/supervisor):
Occupation (Position and company):	Phone:
Email:	

**Referee 2**

Full name of Referee:	Relationship to Applicant (employer/supervisor):
Occupation (Position and company):	Phone:
Email:	

## ATTACHMENT D Equity and Diversity Data Sheet (Optional)

The Australian High Commission is committed to providing a fair, flexible, safe, and rewarding workplace and actively encourages a working environment that is free from harassment and discrimination. The AHC recognizes diversity and the benefits associated with building a workforce that reflects this diversity.

Measures are taken to eliminate employment-related disadvantages based on gender, race, or ethnicity, or physical or intellectual disability. To ensure these measures are effective, statistical information about the employment of people in these groups is required. You are not obliged to complete this form, however, by doing so you will help ensure the data collected reveals an accurate reflection of the diversity of our workforce.

**Gender:** M F

**Are you an Australian citizen:** Yes No

**Were you born in Australia:** Yes No

**If you are not an Australian, what is your nationality?**

**Is English your first language:** Yes No

**Do you have a disability?** Yes No

**(Note: Please indicate below any special requirements you may have at interview.)**

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*NOTE: In accordance with the Commonwealth Privacy Act, these details will not be disclosed to other agencies, persons or organizations. Composite statistical data will be used for reporting purposes only.*