

Australian High Commission in Pretoria

Vacancy – Human Resources and Protocol Manager

The Australian High Commission in Pretoria invites applicants to apply for a locally engaged Human Resources and Protocol Manager for the Department of Foreign Affairs and Trade.

APPLICANTS NEED TO SUPPLY A CURRICULUM VITAE AND 500 WORD PITCH ADDRESSING THE KEY RESPONSIBILITIES FOUND IN THE APPLICATION GUIDELINES. APPLICATIONS WHICH DO NOT ADDRESS THE SELECTION CRITERIA WILL NOT BE CONSIDERED.

The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high-quality overseas aid program, and helping Australian travellers and Australians overseas.

The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional, and bilateral interests.

About the position

With limited direction, the Human Resources and Protocol Manager will provide a range of human resources, administrative and financial services to support the operations of the Australian High Commission in Pretoria.

The key responsibilities of the position include but are not limited to:

- Provide high level advice to post management on Human Resources, labour law, protocol, and administrative issues to support posts objectives.
- Manage recruitment and selection processes for all LES positions and review the workforce structure to ensure effectiveness and productivity. Monitor and report on changes to local labour law and possible implications to the High Commission.
- Manage Locally Engaged Staff (LES) and Head of Mission Domestic's (HOMDOM) salaries, leave and conditions of service benefits, including insurance, taxation and pension scheme while maintaining accurate personnel records.
- Develop and manage on-boarding and induction process for new LES.
- Assist to ensure the Performance Management System operates effectively and efficiently.
- Provide policy advice on locally engaged staff (LES) employment terms and conditions and provide guidance to post management on developments in local labour law regarding potential impact on the post's establishment.
- Manage all formality processes for Australian diplomatic officers on arrival, during posting and on departure from post.
- Manage the post's protocol procedures and practices (through Department of International Relations and Cooperation), including preparation of Third Person Notes on staffing, identity cards, visas, vehicle registrations and administer post's procedures for local taxation issues.
- Manage attached agencies personnel and financial matters in accordance with the Service Level Agreement.
- Establish, develop and maintain strong working relationships with a range of key internal and external stakeholders including financial institutions, local authorities and partner agencies.
- Supervise the HR & Protocol Assistant, establish work priorities, monitor performance, provide regular feedback and identify learning opportunities.

- Oversee and perform general administration including responding to general correspondence and back-up support as required.

Qualifications/Experience

- Ability to learn and apply relevant Australian Government policy, regulations, and guidelines, including those related to HR and protocol, relevant to the performance of the duties outlined in the responsibilities.
- Experience in office management including human resource management and payroll management.
- High level written and oral communication skills in English.
- Demonstrated ability to prioritise, think strategically, apply judgement and innovation to achieve results.
- Strong interpersonal skills and the ability to establish and maintain effective stakeholder relationships.
- Experience managing and leading small teams.

Package and remuneration

The successful applicant will be employed in an on-going position at the LE5 salary level range of ZAR 615,972 – 720,600, per annum and in accordance with the Locally Engaged Staff Terms and Conditions 2021.

Enquiries

For any enquiries related to the role or application process please e-mail hr.pretoria@dfat.gov.au.

Application Guidelines

To apply for the Human Resources and Protocol Manager position, **you will need to address the key responsibilities and qualifications/experience in a 500 word pitch**. The panel will not assess responses that exceed the word limit. Drawing on your prior experience, please provide **examples** of where you have demonstrated the required competencies or transferable skills.

Applications that do not address the key responsibilities and qualifications/experience will not be considered.

You will also need to send us your **curriculum vitae (no more than two pages)** outlining your professional and academic background. Your CV should include the names and contact details of **two professional referees** who can validate and support your application.

Applicants are required to hold South African citizenship, permanent residency, or the requisite work permit for South Africa.

Only shortlisted candidates will be contacted for an interview. If you have not received any communication from the Human Resources Section of the Australian High Commission within four weeks after the close of applications, please consider your application unsuccessful. Thank you for your understanding and interest in working at the Australian High Commission in Pretoria.

Applications must be submitted by e-mail to hr.pretoria@dfat.gov.au with 'Application for Human Resources and Protocol Manager' as the subject line by **5.00 pm Pretoria time on 20 January 2025**.