



**Australian High Commission**  
**Vanuatu**

## **Applicant Information Pack (May 2025)**

The Australian High Commission is looking for a dynamic, professional and hardworking individual to join our team as our High Commissioner's Driver.

Interested candidates must submit the required documents listed in the **Applicant Information Pack**. Applicants meeting the selection criteria will be considered for interview. **Only** shortlisted applicants will be contacted.

Applications must be submitted by email to [pvla.recruitment@dfat.gov.au](mailto:pvla.recruitment@dfat.gov.au) and close on **Wednesday 4 June 2025**.

### **About the Australian High Commission in Port Vila.**

The Australian High Commission in Vanuatu has a high-performance culture which is underpinned by a resilient, motivated, and loyal workforce. Our people are at the heart of everything we do and bring a range of qualifications and experiences to the table. We support each other and share a unity of purpose and commitment to serving the Vanuatu-Australia relationship. Further Information can be found on our website [www.vanuatu.embassy.gov.au](http://www.vanuatu.embassy.gov.au)

### **The application pack includes the following information for candidates.**

1. The Position Description
2. The Essential Selection Criteria required for the positions (Questions for applicants).
3. Guidelines on how to apply for positions.

### **POSITION DESCRIPTION**

#### **About the position**

Under direction, the High Commissioner's Driver will perform executive driving services at the High Commission, the role also assists with messenger and administrative duties, supports the management of the office vehicles and the efficient operations of the executive support unit at the High Commission.

#### **The key responsibility of the position includes, but are not limited to:**

- Driving the High Commissioner, visiting dignitaries and other AHC staff as directed.
- Maintain a high standard of personal grooming and presentation.
- Maintain the Australian High Commission fleet vehicles including vehicle security.
- Undertake administrative duties to support post operations.
- Provide general support for official events.
- Supporting the Executive Support Unit as directed, including high -level visits and crisis response.

## ESSENTIAL SELECTION CRITERIA

### High Commissioner's Driver (Salary range from VT 1,726,931 per annum)

- A current Vanuatu driver's license.
- At least two years professional experience in a driving role.
- Experience working in an office environment undertaking administrative tasks.
- Good written and verbal communication skills in both English and Bislama.
- The ability to maintain confidentiality.
- Ability to work overtime as required.

### Responses required to support application

1. Do you have a current Vanuatu driver's license?
2. How many years' experiences do you have driving and what sort of vehicles?
3. What experience have you had undertaking administrative or messenger tasks?
4. Can you confirm you can speak and write in both English and Bislama?
5. Are you flexible to work additional hours after work and on weekends if required?

## HOW TO APPLY

Applications should be submitted with a completed **AHC LES Application Form** and include:

- A Curriculum Vitae.
- Responses to the essential criteria questions for the position.
- The names and contact details of at least two referees.
- Confirmation of your right to work in Vanuatu.

The recruitment round is expected to create an order of merit which may be called upon over the next 18 months should further vacancies arise.

