



Australian Government
Aid Program



Corporate Services Program Officers Job Application Form

Details of Position Applying For (Note: AusAid only accept applications in response to advertisements)										
Position Title						Position No.:				
Where did you see this Position Advertised?										
Your Details										
First Name				Family Name						
Male/Female				Date of Birth						
Address										
Telephone Contact no.				Telephone Number (alternative)						
Email Address					Nationality					
How should we contact you? (please tick <input checked="" type="checkbox"/> preference)						Telephone		Email		
Current Employment:										
Your Education Level Attained										
Please tick <input checked="" type="checkbox"/> the highest level of Education you completed								If other please advise what this is		
Elementary	<input type="checkbox"/>	Middle School	<input type="checkbox"/>	High School	<input type="checkbox"/>	College / University	<input type="checkbox"/>	Other	<input type="checkbox"/>	
Equal Employment Opportunity Details										
Completion of this section is voluntary. Do you identify as a member of any of the following groups? Please tick <input checked="" type="checkbox"/>										
Non-English speaking background						Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Person with a disability						Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
If yes, do you require any specific support to assist with the recruitment process? (Please enter details only if specific support is required)										

AusAID PNG's Occupational Groups

Using the table on page 6 of the Candidate Information Pack, AusAID PNG post's Occupation Groups, you should list up to five (5) preferences you have skills and experience in. Indicate your preferences by numbering them 1-5.

Functions	Preference 1-5 Please number
CORPORATE SERVICES	
Property and Facilities	
Information Technology	
Records Management	
Human Resources	
Finance and Travel	

Additional Comments:

Claims against the Selection Criteria

You do not need to individually respond to each of the Selection Criteria. You will be assessed on your responses to the questions below. Please keep your response to a maximum of half a page per question.

Question 1

Provide an example of your level of organisation skills with the ability to identify team priorities, work under pressure and achieve results in a challenging environment. *(Your answer will be used to assess your abilities against Selection Criteria 1: Supports and contributes to strategic thinking and Selection Criteria 2: Achieves Results)*

Question 2

Provide an example of your ability to work individually with limited direction and in a team environment. How do you establish, build and maintain productive working relationships *(Your answer will be used to assess your abilities against Selection Criteria 3: Values teamwork and builds partnerships and Selection Criteria 4: Exemplifies personal drive and integrity)*

Question 3

It is expected that all staff in AusAID, regardless of their role, will have some awareness of Aid management and development. Tell us about your understanding or experience with AusAID’s aid programs in PNG. *(This question will be used to assess your abilities against Selection Criteria 6: Awareness of Aid Management and Development)*

Question 4

Outline your qualifications, skills, knowledge and experience in one or more (maximum of 5) of AusAID’s Occupation Groups list on page 2. *(This question will be used to assess Selection Criteria 7: Specific specialist/professional knowledge, skills and experience and determine which role you would be most suitable for)*

Selection criteria 5: Communicates with influence

You do not have to write an answer for this Selection Criteria. Communication skills will be tested from your application, your work sample test and interview performance, if you are selected for interview.

Thank you for completing this Job Application Form