



## **HUMAN RESOURCES ASSISTANT** **AUSTRALIAN EMBASSY – ABU DHABI**

### **AUSTRALIAN EMBASSY ABU DHABI**

The Embassy advances the interests of Australia and Australians in the UAE. This involves strengthening Australia's security, enhancing Australia's prosperity, and providing consular assistance to Australians. The Department of Foreign Affairs and Trade (DFAT) is the lead agency managing Australia's international presence and coordinates with other government agencies to ensure that the pursuit of Australia's interests. We have a dedicated and professional workforce from a variety of countries.

### **POSITION DETAILS**

**Title:** Human Resources Assistant

**Employment status:** Full-time (37.5 hrs per week)

**Term:** Twelve month contract

**Agency:** Department of Foreign Affairs and Trade

**Classification:** LE3

**Salary:** AED 92,340 – AED 99,952 per annum plus AED 71,000 per annum housing allowance

**Closing Date of Applications:** Sunday 5 August 11.30pm

### **ROLE**

The Human Resources (HR) Assistant works under the direction of the Office Manager to assist in providing human resource and payroll services to both local and diplomatic staff at the Embassy as required.

### **DUTIES**

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

- Under the direction of the Office Manager, assist in the application of UAE labour law provisions to expatriate Embassy staff; including leave entitlements and end of service benefits, employment visas and sponsorship, medical insurance and contract renewals.
- Maintain leave and attendance records for locally engaged staff including calculation of LES overtime.
- Under the direction of the Office Manager and working with Embassy Drivers, assist in provision of administrative services to diplomatically posted employees as required.
- Provide assistance to DFAT and Attached Agencies at Post to coordinate recruitment exercises from advertisement to finalisation.
- Assist with induction and separation processes for local and diplomatic staff, including production of appropriate schedules.
- Perform the role of bank reconciliation officer and assist the finance area with other administrative tasks as required.

## **QUALIFICATIONS/EXPERIENCE**

- Experience in human resources/payroll field
- Proficiency in Microsoft Office and excel at an intermediate level
- Sound written and oral communication skills and the ability to liaise effectively with staff at all levels.
- High-level of initiative and ability to work independently within a small team
- Ability to prioritise and meet tight deadlines
- Strong capacity to exercise discretion and judgement

## **APPLICATION**

Your application should comprise a one (1) page statement detailing why you would like to work for the Australian Embassy and demonstrating your skills and experience against the duties and qualifications listed above. You should also send a resume of no more than two (2) pages, including contact details for two (2) professional referees.

Applications and enquiries should be sent to [abudhabi.recruitment@dfat.gov.au](mailto:abudhabi.recruitment@dfat.gov.au)

Applications that do not comprise both a one page statement and resume will not be considered. Only applicants shortlisted for interview will be contacted.

## **ASSESSMENT**

Applications will be assessed by a Selection Panel and a shortlist established for interview. Once interviews are held, an offer will be made to the applicant considered as most suitable for the role. The successful candidate's contract will be conditional on the successful completion of a mandatory probity assessment, including police check.

## **DIVERSITY**

We are committed to building a workforce that reflects the diversity of the Australian community and to fostering a positive workplace where people treat each other and the community with respect. Our recruitment decisions are made on the basis of merit and we do not discriminate on the basis of race, colour, sex, sexual preference, age, physical or mental disability, marital status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin. Our employees enjoy equity and fairness in the workplace, opportunities for professional development, and support to balance their work and private lives.

The Embassy aims to ensure its recruitment processes are inclusive of people with disabilities and strongly encourages people with a disability to apply. We are committed to making reasonable adjustments for people with a disability in our selection processes and for our employees in the workplace.