



Australian High Commission  
Vanuatu

## Candidate Guidance on How to Apply

### High Commissioner's Domestic Staff - Gardener

Closing date: 20 February 2021

The application pack includes the following information and guidance for candidates

- Details of the position.
- Guidance on letter of application.
- Guidance on how to apply, including referee requirements.

### Position Details

Position	HOMDOM Gardener
Location	Australian High Commission Residence
Annual Salary	752,007

The domestic staff are employed by the Australian High Commissioner to maintain the residence to a high standard and on occasion assist with representational activities. The gardener at the High Commission residence maintains and develops the grounds and keeps the gardening equipment in good order.

#### Key responsibilities

- Maintain garden beds, nursery and residence grounds.
- Grow plants, vegetables and composting.
- Washing cars.
- Manage rubbish removal.
- Maintain garden tools and equipment and report any breakages or repairs promptly.
- Assist with manual labour tasks as requested.
- Assist with functions, including setup and pack up, and with bartending as requested.
- Monitor visitors to the grounds and report unauthorised entry.

#### Qualifications/Experience

- Experience maintaining a large residential or commercial garden.
- Sound knowledge of plants and landscaping.

#### General requirements

- Some heavy lifting may be required.
- English speaker.
- Ability to work with minimal supervision.

## LETTER OF APPLICATION

As part of your application we require a letter of application in response to the following questions, this will be used to assess your suitability for the position as part of our shortlisting process.

### **Selection Criteria Questions - (totalling no more than 1 page)**

1. What experience do you have working in a large garden?
2. What experience do you have in the operation of garden equipment (example grass cutter, lawn mower etc.)?

## HOW TO APPLY

Applications can be sent to the Human Resources Manager on [pvla.recruitment@dfat.gov.au](mailto:pvla.recruitment@dfat.gov.au) , via post to PO Box 111 Port Vila or at the Australian High Commission Guard House by 20 February 2021. Late applications will not be accepted.

### **Applications must include**

- A Curriculum Vitae.
- A written letter of application responding to the selection criteria questions.
- Name and contact details of two referees who will be contacted as part of the selection process. Your referees should be people most familiar with your work who can comment on your ability to perform the role.
- Confirmation of a pre-existing legal right to work in Vanuatu.

**Only those candidates considered suitable for interview will be contacted.**

**Applicants should be citizens of Vanuatu or hold residency status that permits work in Vanuatu. The Australian High Commission is an equal opportunities employer and encourages both men and women to apply for this position.**