

CORPORATE SERVICES OFFICER

APPLICANT INFORMATION PACKAGE

Closing Date for applications:

**11:59pm Wednesday
23rd September 2026**

About the Department of Foreign Affairs and Trade

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.

The Australian Embassy in Majuro is responsible for Australia's relations with the Republic of the Marshall Islands (RMI). Its objectives are to maintain positive and resilient bilateral relations with the people of the RMI.

Australian Embassy's Diversity Policy

Our recruitment decisions are made on the basis of merit, and we do not discriminate on the grounds of gender, age, race, ethnicity, religion or disability. Our employees enjoy equity and fairness in the workplace, opportunities for professional development, and support to balance their work and private lives.

The Australian Embassy is committed to providing equal employment opportunities, access, equity and social inclusion for all employees, and in particular for the following groups:

- women
- people from a non-English speaking background, and
- people with a disability.

We strongly encourage suitably qualified people including those with disabilities to apply for our advertised vacancies. We aim to provide a work environment which is inclusive, supportive will make reasonable adjustments for applicants with disabilities and for people with disability who are applicants for employment. If you need any assistance or adjustments to participate fully in the application/interview process, please contact: +692 625 2285

Employment opportunities will not be denied to anyone because of the need to make reasonable adjustment for a person's disability.

Positions Vacant: Corporate Services Officer

The Australian Embassy Majuro is seeking applications from suitably qualified persons to apply for the full-time position of **Corporate Services Officer**.

About the position

This position plays an important role at the Embassy. Under general direction, the Corporate Services Officer supports the Deputy Ambassador in managing the day-to-day operations of the Australian Embassy Majuro and delivering administrative, consular and passport functions. These functions include finance, human resources, travel, property services and other duties as required. This position may be required to provide support outside of office hours.

Key responsibilities of the position include but are not limited to:

- Support the Deputy Ambassador/Senior Administrative Office to manage finance services including budget management, financial reporting, audit and assurance, accounts receivable and payable, travel, representation funds, bank accounts, taxation and assets.
- Review and implement corporate policies and practices, in consultation with the SAO, to streamline processes, support compliance with requirements and resolve problems.
- Manage post's owned and leased property portfolio, in consultation with key stakeholders, in accordance with Work Health and Safety (WHS) requirements.
- Establish, develop and maintain strong working relationships with a range of key internal and external stakeholders, including financial institutions, local authorities and partner agencies, and represent the work area at relevant meetings to achieve optimal outcomes for the Embassy.
- Support A-based staff to deliver consular and passport services to Australian and other relevant citizens in RMI in accordance with Australian Government legislation and the Service Charters.
- Other duties as required.

Required Qualifications/Experience/Knowledge/Skills

- Relevant qualifications or experience providing office management and financial support in a similar organisation is desirable.
- Demonstrated skills and experience in accounts payable, accounts receivable, and office management.
- Strong written and oral communication skills in English, in a variety of situations, including for face-to-face and telephone stakeholder interaction, liaison and representation, and notetaking. (Good written and oral communication skills in the Marshallese language would be an advantage.)
- Proficiency in the Microsoft Office suite of applications, particularly Word, Excel and PowerPoint.
- Flexibility and a willingness to perform a wide range of varied tasks, including after hours from time to time.
- Demonstrated ability to work as an effective and reliable team member in a small office work environment.
- Ability to prioritize workloads, maintain strict confidentiality, and work effectively in teams and autonomously, as well as under pressure and in changing circumstances.

Attachment A

Corporate Services Officer

Please provide **written responses** to all criteria below based on your qualifications or previous work experience. All criteria have equal weighting. For each of the selection criteria, you should provide an example of a time when you were able to display the “**selection criteria**”. Please limit your responses to no more than **100 words** per criteria.

SELECTION CRITERIA

1. Experience with managing multiple projects/tasks with conflicting deadlines and the ability to prioritize.
2. Demonstrated high-level organisational and management skills, take the initiative; make good judgements and see projects through;
3. Experience with office IT systems and software packages, particularly Microsoft Office applications (Word, Excel, etc), PowerPoint and social media software.
4. Demonstrated high-level interpersonal skills, oral and written communication skills in English/Marshallese, stakeholder management/engagement experience.

Attachment B**Employment & Qualification Background****1. Personal Particulars**

Surname	Given Name(s)

Personal Details

Date of Birth:		Place of Birth:	
Passport Number:			
Nationality. Present:		At Birth:	
Address, telephone contact details, email address;			

2. Current Employment/Occupation

Month/Year Commenced	Employer	Position

3. Previous Positions Held (including movement within an organisation)

Month/Year Commenced	Month/Year Finished	Employer	Position	Level

4. Academic Qualifications

Year Received	Qualification	Institution

Corporate Services Officer

5. Languages

	Proficiency Level (1-5, 5 being your native language)

6. Other e.g. Awards, Academic Appointments, Publications, Professional Associations, etc

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Attachment C**Referee contacts**

Please provide the names and details of two referees whom the Embassy can contact if you are short listed for the interview.

Referee 1

Full name of Referee:	Relation to Applicant (employer/supervisor):
Occupation (Position and company):	Phone:
Email:	

Referee 2

Full name of Referee:	Relation to Applicant (employer/supervisor):
Occupation (Position and company):	Phone:
Email:	