

FACT SHEET

AUSTRALIA AT EXPO 2020 DUBAI

Inspired by Australia's expansive skies, wide horizons and diverse landscapes, the Australian pavilion will share with visitors the story of Australia's diversity, ingenuity and contribution to the Expo themes through more than 60,000 years of innovation.

With more than 190 participating countries, Expo 2020 Dubai will attract business delegations from around the world. The Australian pavilion will provide a platform for business, industry and government to promote Australian capabilities and connect with global opportunities. The pavilion will showcase Australia's credentials as a world-class place to do business, invest, study and visit.

The pavilion will play host to a range of activities highlighting the best of Australia, from the best of Australian cultural performance, a terrific presentation showcasing Australia, more than 120 government and corporate events, fabulous retail and F&B offerings all presented by a range of magnificent staff...that's where you come in!

WORKING AT THE AUSTRALIAN PAVILION

EMPLOYMENT DATES

Expo 2020 Dubai will run from 20 October 2020 – 10 April 2021. Most staff will commence work in Dubai early October 2020 however some staff will start earlier either in Australia or Dubai.

It is the expectation that all candidates are available for the full contract period of the position that they apply for. It is likely that candidates who cannot commit to the full Expo period (plus training dates) will not be considered.

Any applicant who is not available for the full term of the Expo 2020 Dubai, should clearly outline this in their Cover Letter.

REMUNERATION

All successful operations and retail candidates will be employed and remunerated. Candidates who progress to Round 2 interviews will be provided with details of the salary package applicable for the position.

POSITION DESCRIPTIONS

All candidates who are invited to a first round interview will be provided with a Position Description prior to attending the interview. Positions descriptions will outline the expectations of the position including responsibilities and accountabilities.

TRAVEL

Any approved travel for employment purposes will be co-ordinated by the Australian pavilion operations contractor, this includes travel for either training, employment or in some instances, interviews.

Individuals who are required to travel internationally are responsible for co-ordinating their own passport and ensuring that it is valid for travel into and out of the UAE for the duration of employment.

All staff (excluding UAE nationals) will require a valid Expo visa to work at the pavilion. The Australian pavilion operations contractor will provide support in obtaining a work visa for Expo. Individuals will be required to respect all conditions of issue. They will not assist in processing visa applications for family, friends or associates of employees. It is important to note, for individuals already in the UAE, that the Expo visa will likely supersede any current visa arrangement.

TRAVEL & MEDICAL INSURANCE

It is mandatory for all operations and retail staff to have comprehensive travel and medical insurance for the full duration of their stay in the UAE. Successful candidates will also need to undergo a medical and fitness test as part of visa processing for the UAE.

Further information will be available as part of the Round 1 interview process.

ACCOMMODATION

Individuals who are recruited from outside the UAE will be provided with accommodation in Dubai for the duration of their employment with the Australian pavilion.

Accommodation is shared (same sex) in furnished apartments. Accommodation schedules are co-ordinated and managed by the Australian pavilion operations contractor. The positions are not accompanied and only family members who are employed to work at the Australian pavilion will be provided with accommodation.

LANGUAGE SKILLS

It is preferred that candidates (with the exception of some kitchen staff) have English and Arabic language skills. Some positions, especially those dealing with pavilion visitors and guests, will require a specific level of proficiency.

Please detail your level of proficiency in any language (including your native language) on the application form.

UNIFORMS

All Operations and Retail staff will be provided with an official uniform that must be worn during all shifts at the pavilion.

Uniforms will be tailored to fit the individual and uniform fittings will be conducted during interviews and training. Individuals may be required to provide measurement information prior to interview - all details will be held confidentially.

The Australian pavilion will assist with uniform maintenance and upkeep however staff will be responsible for ensuring that they are perfectly presented at all times when on shift.

HOURS OF WORK

The Australian pavilion will operate over 100 hours per week. Pavilion management will develop a rotational roster to ensure that the pavilion is appropriately staffed at all times and generally speaking a rostered shift will average 9 hours (including breaks).

PROFESSIONAL BEHAVIOUR

All staff working at the pavilion will be required to adhere to the pavilion's Code of Conduct which will include compliance with the Australian Public Service Code of Conduct, the DFAT Code of Conduct for Overseas Service, DFAT Fraud Policy Statement and Fact Sheet and the DFAT Child Protection Policy.

Links to these websites are provided below and must be reviewed by candidates prior to submitting your application.

Australian Government Public Service Commission
<https://www.apsc.gov.au/code-conduct>

Department of Foreign Affairs & Trade
<https://dfat.gov.au/about-us/publications/Pages/dfat-code-of-conduct-for-overseas-service-2.aspx>

Department of Foreign Affairs & Trade
<https://dfat.gov.au/about-us/corporate/fraud-control/Pages/fraud-control.aspx>

Department of Foreign Affairs & Trade
<https://dfat.gov.au/about-us/publications/Pages/child-protection-policy.aspx>

LAWS OF HOST NATION

As is always the case when travelling internationally, the laws of the host country apply. We recommend that applicants familiarise themselves with the information contained on the Smartraveller website.

Further information will be available to candidates who are successful in being invited to an interview.

Smartraveller website
<https://www.smartraveller.gov.au/destinations/middle-east/united-arab-emirates>

PAVILION OPERATORS

Thinkwell and IVG are the appointed operators of the pavilion on behalf of the Australian Government. The company was appointed by the Australian Government in 2018 to manage all aspects of the pavilion across Operations and Retail which includes the recruitment, training and management of personnel.

Thinkwell / IVG will be your primary contact in regard to all employment matters and will schedule and manage all aspects of the recruitment program both in Australia and in the UAE.

Thinkwell / IVG specialise in the planning and management of major events, venues and government projects. The company has expertise in the areas of venue operation, event management, licensing and merchandising, event retailing, public food and beverage, budget preparation, procurement, VIP management, cultural program, staff recruitment and training and education programs.

IVG, operated the Australian pavilion at the Shanghai and Aichi World Expos.

WORLD EXPO OVERVIEW

Below is some general information in regard to the history of World Expos and some insight into Expo 2020 Dubai. We encourage all applicants to conduct some research prior to applying in order to understand the Expo environment that each successful candidate will be required to excel.

HISTORY OF WORLD EXPO

For over 160 years World Expos have helped humanity make sense of change and navigate through difficult times by promoting Education, Innovation and Cooperation. Australia hosted an Expo in Brisbane in 1988.

Since the year 2000, Expos have taken on a significant role of raising awareness on the importance of sustainable development and addressing the crucial challenges of our time. Expo 2000 Hannover promoted sustainable development and aligned itself explicitly with Agenda 21. Expo 2005 Aichi aimed at demonstrating that there was a clear competitive advantage in designing technology in harmony with nature. Expo 2010 Shanghai was another milestone, as it showcased solutions for sustainable urban development, in a world where half of the population lives in cities.

By providing a unique space for discussion and cooperation, Expos aim at being efficient instruments of progress in all areas linked to sustainable and human development such as the environment, energy, health or education.

Extract BIE website:

<https://www.bie-paris.org/site/en/past-expos-a-short-history-of-expos>

EXPO 2020, DUBAI

Expo 2020 Dubai will host the world for 173 days, each one brimming with new experiences. It'll be a time to create, collaborate and innovate. And it's going to be fun. We're talking eye-catching, mind-bending, taste bud-tickling, grin-inducing, good-weird, did-that-really-just-happen fun. Come along, or spend a lifetime telling less interesting stories.

Extract Expo 2020 website:

<https://www.expo2020dubai.com/en/discover>

AUSTRALIA AT EXPO 2020

As a longstanding friend and partner of the United Arab Emirates, Australia is preparing to participate in Expo 2020 Dubai to strengthen ties between the two countries and build on engagement in the region.

Australia's participation in Expo 2020 Dubai was jointly announced by the Minister for Foreign Affairs, the Hon. Julie Bishop, and Minister for Trade, the Hon. Stephen Ciobo, in March 2018.

With an estimated 25 million visitors – 70 per cent of whom are anticipated to come from outside the UAE – Expo 2020 Dubai provides a global platform from which to showcase the very best of Australian ingenuity and innovation through our world-class services, education system and high-tech industries.

Expo 2020 Dubai will also provide a platform for Australia to demonstrate its credentials as a secure and stable destination for international investment.

Extract Australian pavilion website:
<https://www.australiaexpo2020.com>

HOW TO APPLY

The Australian Pavilion is proud to have partnered with Rosterfy, an Australian workforce management platform with global major events experience, to support the recruitment process of talented individuals from around the globe.

To apply for a position please [click here](#). You will be directed to the Rosterfy portal and asked to register your details. You will then be directed to the Australian pavilion Application Form and asked to outline the position/s that you are interested, answer a number of questions, as well as provide further detail to support your application.

A summary of the information you are required to provide is listed below:

- Complete Application Form
- Agree to Values Statement (part of the Application Form)
- Confirmation of Reading and Agreeing to the Australian Public Service Code of Conduct, DFAT Code of Conduct for Overseas Service, the DFAT Child Protection Policy, and the DFAT Policy Statement and Fact Sheet (*links provided on this Fact Sheet and on the Application Form*)
- Upload the following:
 - Resume (max. 4 pages that includes list of academic / trade qualifications and relevant work experience)
 - Covering Letter (max. 1 page)
 - Recent photograph (passport style – for recognition purposes only)

Whilst we will not be responding to specific questions relating to individual applications, we accept that there may be questions relevant to all candidates. In this instance questions can be directed to expo2020@dfat.gov.au and any updates relating to job opportunities will be available via the official Australian pavilion website (Opportunities – Recruitment).

KEY APPLICATION DATES

Applications close Sunday 9 February 2020. All applications must be via the Rosterfy portal (link above).

Round 1 Interviews in the UAE will be between 19 – 24 February 2020 and in Australia between 6 – 12 March 2020. Round 2 interviews are scheduled in the UAE between 27 – 28 February 2020 and in Australia between 18 – 19 March 2020. If you are not available for interview we ask that you outline this in your cover letter.