



AUSTRALIAN EMBASSY VIENTIANE

JOB DESCRIPTION

POSITION: PROPERTY OFFICER

AGENCY: DEPARTMENT OF FOREIGN AFFAIRS AND TRADE (DFAT)

SECTION: CORPORATE ADMINISTRATION

DIRECT SUPERVISOR: SENIOR ADMINISTRATIVE OFFICER

SUPERVISORY RESPONSIBILITY: YES

About the Australian Government's Department of Foreign Affairs and Trade (DFAT)

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.

About the role

Under limited direction, the Property Officer will manage all property aspects of the owned and leased estate in Vientiane including prioritising maintenance requests and prompt and effective liaison with contractors.

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

- Ensure the management of leased and unleased properties, including contract management, complies with DFAT regulations and procedures.
- Prepare and maintain records for all leased properties
- Assist with locating prospective property
- Manage the use of settling in/out kits
- Manage and maintain all property related inventories
- Arrange delivery and removal of A-Based officer's personal effects, including preparation of all customs clearance and freight documentation
- Manage the Embassy's Property budget and annual approved furniture and fitting program including processing accounts
- Act as procurement officer in accordance with the department's better practices purchasing guidelines
- Oversee day-to-day operations of the Embassy Drivers, Gardeners, and Cleaners.
- Undertake the bank reconciliation for the Embassy's bank accounts
- Other duties as directed.

SELECTION CRITERIA

The Selection Criteria are used to assess an applicant's suitability for a position. Applicants must provide a statement, not exceeding two pages, addressing the selection criteria below. Statements should detail suitability to perform the duties of the position including personal qualities, experience, skills and knowledge relative to the selection criteria.

The Selection criteria for the position are:

1. Demonstrated expertise in managing properties and assets including, contract management and negotiations.
2. Proficiency with oral and written communication skills in both English and Lao
3. Ability to work effectively and manage with adaptability and responsiveness within a team environment.