



Embassy of Australia  
Seoul

## Job Vacancy

### Human Resources and Visit Officer

#### Position Description

<b>Reports to:</b>	Human Resources Manager
<b>Position title:</b>	Human Resources and Visit Officer
<b>Position level and Salary:</b>	Locally Engaged 3 level with a starting salary of KRW 37,234,403 per annum.
<b>Employment period:</b>	The position is for an initial period of 12 months.

#### Vacancy Details

<b>Vacancy type:</b>	Internal & External vacancy
<b>Additional information:</b>	Send applications to <a href="mailto:seoul.recruitment@dfat.gov.au">seoul.recruitment@dfat.gov.au</a> Please submit application materials in <b>Microsoft Word</b> or <b>PDF formats only</b> . <u>Please indicate <b>your full name and the position title</b> in the subject line</u>
<b>Proposed published date:</b>	03 May 2016
<b>Proposed closing date:</b>	Close of business on Wednesday 25 May 2016 <u>Applications received after the closing date will not be considered.</u>

#### Requirements

Applications must include:

- A written Statement (no longer than two typed pages) directly addressing the applicant's abilities and claims against the position requirements.
- Curriculum vitae.
- Details of two referees who may be contacted if necessary.

#### Other Requirements

The successful applicant will be required to provide a police security clearance certificate and undergo a medical examination to determine fitness for duty.

## Key Responsibilities

### 1. Official Visits and Training

- Language Training Management
  - Liaise with academic language institutes in Seoul and in coordination with senior A-based staff and the Canberra-based Language Studies Unit, organise long-term Korean language training programs for A-based staff posted to Seoul.
  - Arrange long-term temporary accommodation for the training period.
  - Seek appropriate funding approval and monitor expenditure.
- Official Visits
  - Assist and coordinate logistics involved with high-level government and other VIP visits including arranging accommodation and organising transport programs.
  - Pull together all costs involved and seek funding approvals.

### 2. Human Resource Management

- Operations
  - Prepare all induction-related documentation for newly arrived A-based staff and newly recruited LES.
  - Manage personnel files (both hard copy and electronic files) for LES.
  - Arrange medical appointments for newly recruited LES and regular medical examinations for all LES.
  - Prepare employment contracts for LES.
  - Provide standard employment certificates to LES as requested.
  - Maintain the Embassy's HR Management information System.
  - Assist A-based staff with obtaining Korean Alien Registration Cards and Korean Driver's Licenses and the registration of private vehicles.

### 3. Other

- Other duties as directed.

## Position Requirements

### Competencies

- High level spoken and written English and Korean language ability.
- The ability to undertake human resource management-related issues including the administration of personnel records.
- Experience with arranging long-term language or other personnel training programs
- Ability to work well in a small team.

### Special Requirements

It is highly desirable that applicants have the following:

- Previous experience in Human Resource Management,
- Previous experience assisting with official visits
- Previous experience dealing with Government Agencies.

## Notes

For selection purposes each of the above competencies will be considered. In order to manage the recruitment process efficiently, only applicants who are successfully shortlisted for interview will be contacted. If you have not been requested to attend an interview within four weeks of the closing date please assume that your application has not been successful on this occasion.