



Embassy of Australia
Seoul

Job Vacancy

Driver and Corporate Service Officer

Position Description

Reports to:	Second Secretary and Consul
Position title:	Driver and Corporate Service Officer
Position number:	SE013
Position level and Salary:	Locally Engaged 2 level with a starting salary of KRW 34,723,812 per annum.
Employment period:	The position is for an initial period of 12 months.

Vacancy Details

Vacancy type:	Internal & External vacancy
Additional information:	Send applications to seoul.recruitment@dfat.gov.au Please submit application materials in Microsoft Word or PDF formats only . <u>Please indicate your full name and the position title in the subject line</u>
Proposed published date:	08/11/2017
Proposed closing date:	Close of business on 28/11/2017 <u>Applications received after the closing date will not be considered.</u>

Requirements

Applications must include:

- Application for Locally Engaged Staff Employment (form attached separately)
- 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. Fleet Operation

- Drive official vehicles (both manual and automatic) for Australian Embassy staff and VIPs, as directed. Out-of-office hours work may be required.
- Assist in maintaining the Embassy vehicle fleet to ensure that equipment is safe, clean and fully operational.
- Maintain records in relation to vehicle logs, maintenance and petrol consumption.
- Provide timely and accurate transport planning advice on routes, traffic and timing. Independently research routes in advance to ensure efficient transit between destinations.

2. Corporate Service

- Assist with vehicle access forms, including the airport protocol process.
- Administrative duties including:
 - Assisting with the delivery of official documents (Third Person Notes, official visa applications etc.) to Korean Government offices and other embassies in timely manner.
 - Assist in managing in-coming/out-going mail, Diplomatic bags, and associated customs clearances.
 - Assist in the management of Embassy stores, including stationary, contingency supplies etc.

3. Other

- Other duties as directed.

Position Requirements

Competencies

- Good level spoken and written English and Korean language ability.
- A demonstrated high level of skilled driving ability.
- Hold a current Korean driver's license for passenger vehicles; a driving history of at least twelve months without infringement or disqualification of license and, competence in use of satellite navigation systems.
- The ability to undertake administrative tasks.
- Ability to use IT systems such as the Microsoft Office suite programs.
- Ability to work well in a small team with limited supervision.

Special Requirements

It is highly desirable that applicants have the following:

- Previous experience in undertaking official driving tasks, particularly with Embassies.

Note:

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.