



Embassy of Australia
Seoul

Job Vacancy

Property Officer

Position Description

Reports to:	Property Manager
Position title:	Property Officer
Position number:	SE025
Position level and Salary:	Locally Engaged 3 level with a salary of KRW 44,479,212 per annum
Employment period:	This is a permanent position. The successful applicant will be engaged initially on a 12 month fixed-term contract, with extension subject to performance. This includes a 3-month probation period.

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:	Wednesday 14 February 2024
Proposed closing date:	Tuesday 27 February 2024 <u>Applications received after the closing date will not be considered</u>

Requirements

Applications must include **all** the following:

- Completed Embassy application form
- A written statement (no longer than two typed pages) directly addressing why you are the best person for the job, against the position requirements
- Curriculum vitae

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

- Manage and assist the Property Manager with the repair, maintenance and other property related projects of Australian owned, leased properties and Chancery in accordance with departmental guidelines
- Manage contracts between the Australian Embassy and service providers, including security, cleaning at both residences and chancery, owned estate gardening and Chancery rental plant service, water purifier maintenance, and other Embassy appliances
- Manage and assist Property Manager with purchasing, disposing, moving, and updating list of Embassy furniture
- Assist the Property Manager with coordinating, identifying and managing the leased residential accommodation
- Assist the Property Manager with procurement, management of assets, stocktakes, identifying vendors and purchasing other property related items Assist the Work Health and Safety committee with identification and rectification of health and safety issues in the Embassy and staff residences in accordance with departmental guidelines
- Manage the Embassy's Emergency Radio Network
- Establish, develop and maintain strong working relationships with a range of key internal and external stakeholders including with key suppliers, service providers, landlords and building management
- Manage utilities for the Embassy and staff residences
- Manage subscriptions for cable TV, internet and telephones, mobile phones including the registration of SIM cards
- Perform other duties and back-up as required

Position Requirements

Competencies

- A high level of fluency in spoken and written Korean and English
- Experience in managing contractors and contracts (e.g. service contracts, utilities and security contracts)
- Excellent attention to detail and an ability to develop productive working relationships with colleagues
- Experience with IT including Internet, cable TV and mobile phone connections, computer and word processing skills (in particular the Microsoft Office suite of products)
- Must hold a valid Class 1 Korean driver's license

Special Requirements

It is highly desirable that applicants have the following:

- Experience in procurement
- Previous working experience in the field of property maintenance/management including facility management

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.