



Embassy of Australia
Seoul

Job Vacancy

Driver/Administration Assistant (Defence)

Position number: SE043

Reports to: Office Manager (Defence)

Key conditions of service

The Australian Embassy in Seoul offers an attractive employment conditions package, a friendly and supportive work culture, and a comfortable office environment. Key conditions of service for this position are set out below.

Position Level and Salary

- Locally Engaged Staff Level 2 with a starting gross salary of KRW 38,387,436 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.

Standard working hours

- Monday to Friday, 37.5 hours per week. Non-standard hours worked will be offset by flexible leave time or time off in lieu or overtime payments.

Leave

The Embassy offers generous annual leave provisions, including:

- Recreation leave: up to 25 days per year (accrued monthly)
- Personal leave: up to 10 days per year (includes sick leave and carer's leave)
- Special leave: up to 5 days per year

Performance Management

- All staff participate in the Embassy's Performance Management System. Any increases in salary are dependent on performance-based outcomes.

Relocation/Travel Assistance

- The Embassy does not offer relocation or travel assistance for this position.

How to apply

Applications must include **all** the following:

- Completed Embassy application form,
- A written statement in English (no more than 1,000 words) directly addressing why you are the best person for the job, against the position description, and
- Curriculum vitae.

Materials should only be submitted in **Microsoft Word** or **PDF formats** to seoul.recruitment@dfat.gov.au.

Please indicate your full name and the position title in the subject line.

Application closing time and date

- 09:00am (Korea Standard Time) Tuesday, 17 December 2024. Applications received after the closing time and date will not be considered by the Selection Advisory Committee.

Other Requirements

- The Embassy does not sponsor visas. All non-Korean citizens must independently hold an appropriate visa to work in the Republic of Korea.
- The successful applicant will be required to submit to a probity check which will include obtaining police clearances and undergo a pre-employment medical examination to determine fitness for duty.

Note

In order to manage the recruitment process efficiently, only applicants who are successfully shortlisted for further assessments (typically written exercise or 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.



LES Position Description

AGENCY	Defence
POSITION NUMBER	SE043
POSITION TITLE	Driver/Administration Assistant (Defence)
CLASSIFICATION	LE2
SECTION	Defence Section
REPORTS TO (TITLE)	Defence Office Manager

About The Department of Defence

The primary role of Defence is to defend Australia and its national interests. Australia's defence policy is founded on the principle of self-reliance in the direct defence of Australia, but with a capacity to do more where there are shared interests with partners and allies.

As the Defence relationship between the Republic of Korea (ROK) and Australia grows, the Defence section is supporting an increasing number of projects, visits, exercises, long-term postings and other engagements. The increased complexity of the bilateral relationship with the ROK drives a higher demand for insight into the context, policy, and strategy of the ROK Ministry of National Défense and its Armed Forces.

About the position


Under general direction and as an integral part of the Defence team, the Driver/Administration Assistant (Defence) supports the team with driving and maintaining defence section vehicles and providing administrative assistance.

Key responsibilities of the position include but are not limited to:

- Adhering to traffic laws and the Land Vehicle Operating Manual, provide transport for Defence staff and official visitors for meetings, events, and visits.
- Prepare transport plans and travel routes, and provide effective logistical advice and support to the team and visiting Defence officials.
- Maintain the section vehicles in a clean and roadworthy condition.
- Maintain car logbooks and the validity of the section vehicles' access to the Ministry of National Defense compound and United States Forces Korea bases.
- Support facilitation of incoming and outgoing freight.
- Provide verbal translation services as required.
- Provide property-related administrative assistance, including management of furniture holdings.
- Provide other administrative assistance, including support services for annual ANZAC day and related commemorative events.

Required Qualifications

- Demonstrated ability to drive tasked vehicles with care to ensure the safety of passengers and others.

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- Must hold a valid Korean driver's license for passenger vehicles with a driving history of at least twelve months without infringement or disqualification.
 - Extensive knowledge of road/traffic systems in Seoul with an ability to plan routes, use maps, GPS equipment and smart phone mapping applications.
 - A basic understanding of vehicle maintenance procedures including basic safety checks such as tyre pressures and checking of fluid levels.
 - A good level of both written and spoken Korean and English languages including the ability to comprehend Australian government departmental regulations.
 - Excellent organisational and self-management skills, and the ability to work flexibly, both in a small team as well as independently
 - General administrative knowledge and use of Microsoft Windows/Office applications.

Desirable Skills

- Previous experience in an embassy context is an advantage.