



Embassy of Australia
Seoul

Job Vacancy

Office Manager (Defence)

Position number: SE030

Reports to: Assistant Defence Attaché

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 5 with a starting gross salary of KRW 64,342,200 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) Monday, 09 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

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|---------------------------|---------------------------|
| AGENCY | Department of Defence |
| POSITION NUMBER | SE030 |
| POSITION TITLE | Office Manager (Defence) |
| CLASSIFICATION | LE5 |
| SECTION | Defence Section |
| REPORTS TO (TITLE) | Assistant Defence Attaché |

About The Department of Foreign Affairs and Trade (Amend for each agency)

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 of the Assistant Defence Attaché, this role leads the team by managing personnel, budget, and administrative aspects. The role also provides support on international engagements, official delegation visits and meetings.

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

- Provide technical advice and leadership for the ongoing operation of the Defence office including the coordination of all business administrative management and implementation of work plans.
- Manage performance and development of Defence locally engaged staff, including allocating resources, setting priorities, monitoring workflow and managing performance to achieve objectives.
- Manage Defence budget in consultation with the Defence Attaché and the Assistant Defence Attaché and ensure the team meets financial reporting and accountability requirements.
- Manage the administrative requirements of the team and ensure appropriate support is provided to Defence personnel posted and deployed to the ROK.
- Supervise and lead a small team in supporting high level visits from Australia, including Defence personnel, other government agencies, and other senior visitors.
- Provide high-level executive, administrative and organisational support to the Defence Team, including stakeholder engagement with the ROK.

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- Manage the planning, administration and support necessary for all Defence representational functions, meetings, seminars, and ceremonial events such as Anzac Day and Remembrance Day.

Required Qualifications/Experience

- A sound understanding and working knowledge of the Australian and ROK Defence forces, or the ability to gain such understanding quickly.
- Demonstrated prior experience in financial management.
- Demonstrated ability to effectively prioritise tasks and manage team workflow in a high pressure environment, while working at a high level with minimal supervision.
- The ability to work efficiently and effectively leading a small team and to communicate effectively at all levels.
- Strong familiarity with Microsoft applications including Outlook, Word, and Excel, and customer relationship and financial management applications such as SAP.
- A high level of ability with both written and spoken Korean and English.

Desirable skills

- Experience with the Australian Department of Defence administrative and financial policies would be an advantage.
- Experience in applying the Commonwealth of Australia's procurement guidelines is desirable.