



Embassy of Australia  
Seoul

## Job Vacancy

### Administration Officer (Defence)

#### Position Description

<b>Reports to:</b>	Office Manager (Defence)
<b>Position title:</b>	Administration Officer (Defence)
<b>Position number:</b>	SE050
<b>Position level and Salary:</b>	Locally Engaged 3 level with a starting salary of KRW 41,192,000 per annum
<b>Employment period:</b>	This is a permanent position. The successful applicant will be engaged initially on a 12 month fixed-term contract, with extension subject to performance. There will be 3-month probation period

#### 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 your full name and the position title in the subject line</u>
<b>Proposed published date:</b>	03/05/2021
<b>Proposed closing date:</b>	Opening of business on Monday 24 May 2021 <u>Applications received after the closing date will not be considered</u>

#### Requirements

Applications must include:

- Completed Embassy application form
- A written statement (no longer than two typed pages) directly addressing the applicant's abilities and claims 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**

- Provide a range of administrative support to the Defence team, including the preparation of routine incoming and outgoing correspondence, and respond to phone enquiries, manage electronic files, escort visitors and purchase office supplies
- Assist in financial management processes, prepare and process payment requests, and track the allocation and expenditure of funds
- Maintain accurate financial records, calculate staff travel allowances and acquit accounts payable as required
- Assist with the maintenance of the section task register, management plans and performance reporting, and undertake project and research tasks as required
- Liaise with a range of internal and external stakeholders to coordinate activities and expenditure
- Manage domestic and international travel arrangements, obtain quotes, make payments and maintain electronic travel files
- Assist with the planning and coordination of visits, liaison activities and other official representational events
- Provide protocol, liaison and translation support for meetings and events
- Other duties as directed

## **Position Requirements**

### **Competencies**

- Highly effective administrative skills and experience, including the ability to undertake financial management activities
- Demonstrated problem solving skills and initiative, including the ability to manage conflicting priorities, and achieve work goals under pressure and with limited supervision
- The ability to work efficiently and effectively as a member of a small team, including proven initiative, cooperation, flexibility and reliability
- High level written and spoken Korean and English communication skills
- Computer literacy and experience using the Microsoft Office suite of applications, electronic databases and information management systems to make travel, hotel and other booking
- Well-developed communication and interpersonal skills, including the ability to communicate with senior Defence officers and other internal and external stakeholders at all levels

### **Special Requirements**

It is highly desirable that applicants have the following:

- Previous experience coordinating, or assisting with, events is desirable

### **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