



Embassy of Australia  
Seoul

## Job Vacancy

### Driver and Corporate Services Officer

#### Position Description

<b>Reports to:</b>	Second Secretary and Consul
<b>Position title:</b>	Driver and Corporate Services Officer
<b>Position number:</b>	SE021
<b>Position level and Salary:</b>	Locally Engaged 2 level with a starting salary of KRW 35,551,000 per annum
<b>Employment period:</b>	The position is for an initial period of 12 months, and may be extended 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>	23/02/2021
<b>Proposed closing date:</b>	Opening of business (9am) on Friday 12 March 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 one typed page) 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**

### **1. Fleet Operation**

- Drive official vehicles (both manual and automatic) 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
- Arrange for official motor vehicles to be inspected on a regular basis

### **2. Corporate Services**

- Assist with vehicle access forms, including the airport protocol process
- Provide assistance to the Consular team including answering telephones and responding to general enquires from the public
- Administrative duties including:
  - Assist with the delivery of official documents (Third Person Notes, visa applications etc.) to Korean Government offices and other embassies in timely manner
  - Assist in managing incoming/outgoing mail, diplomatic bags, and associated customs clearances
  - Assist in the management of Embassy stores, including stationery, contingency supplies etc

### **3. Other**

- Other duties as required

## **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 12 months without infringement or disqualification of license and, competence in use of satellite navigation systems
- Ability to undertake administrative tasks and use IT systems such as the Microsoft Office suite of programs
- Ability to work efficiently and effectively as a member of a small team

### **Special Requirements**

It is highly desirable that applicants have the following:

- Previous experience as a driver with a Diplomatic Mission or large corporation
- Previous experience with administrative related issues

## **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