



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 starting salary of KRW 41,192,000 per annum
Employment period:	The position is for an initial period of 12 months, and may be extended There will be 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:	02/08/2019
Proposed closing date:	Close of business on 09/09/2019* <u>Applications received after the closing date will not be considered</u>

*PLEASE NOTE

The closing date for the receipt of applications has been extended. All applications submitted before COB 19/08/2019 (original closing date) remain current and applicants do not need to re-apply.

Requirements

Applications must include:

- Application for Locally Engaged Staff Employment (form attached separately)
- A written statement (no longer than two typed pages) directly addressing the applicant's abilities and claims against the position requirements
- Curriculum vitae
- Details of two referees who may be contacted if necessary

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

- Assist the Property Manager with the maintenance of Australian owned and leased properties
- Manage contracts between the Australian Embassy and service providers, including security, cleaning, gardening, photocopier maintenance, water purifier maintenance
- Assist the Property Manager with identifying and leasing residential accommodation
- Assist the Property Manager with procurement and management of assets, including furniture
- Assist the Property Manager with identifying outsourcing vendors
- Assist the Work Health and Safety committee with identification and rectification of health and safety issues in the Embassy and staff residences
- Escort contractors into the Embassy and staff residences
- Manage the Embassy's Emergency Radio Network
- Assist in managing relationships with vendors, Embassy building management and residential landlords
- Manage Embassy staff mobile phones including the purchase and registration of SIM cards
- Manage utilities for the Embassy and staff residences
- Manage subscriptions for cable TV, internet and telephones
- Maintain a register of portable and attractive items and assist with stocktake management
- Back-up Local Area Network Administrator (LANA). Create IT system accounts and assist users with networked and stand-alone workstations and other peripherals (scanner/printer/digital cameras/projectors/etc.)
- Other duties as directed

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 Korean driver's license (1st class)

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