



Embassy of Australia
Seoul

Job Vacancy

Transport and Office Services Coordinator

Position Description

Reports to:	Second Secretary and Consul
Position title:	Transport and Office Services Coordinator
Position number:	SE013
Position level and Salary:	Locally Engaged 3 level with a starting salary of KRW 40,408,023 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:	24/01/2019
Proposed closing date:	Close of business on 14/02/2019 <u>Applications received after the closing date will not be considered</u>

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

- Approve official transport requests and manage the allocation of driving tasks for Embassy vehicles and drivers
- Supervise Driver/Corporate Services Officers (three staff) and maintain rosters and leave arrangements
- Manage overtime to ensure staff do not work in excess of the government-stipulated hours per week
- Maintain official vehicles and arrange for repairs, servicing and maintenance ensuring adequate records are kept
- Coordinate the delivery of corporate services including the following:
 - Processing of official documents through government ministries
 - Freight arrangements and customs clearance of personal effects for Embassy officials
 - Diplomatic freight and mail
 - Purchasing and procurement
- Ad hoc driving and other duties as required.

Position Requirements

Competencies

- Demonstrated ability to communicate in both written and spoken English and Korean
- Demonstrated administrative and organisational skills with good attention to detail and the ability to manage competing priorities
- Strong interpersonal skills and ability to work as part of a team
- High level of computer literacy, including knowledge of Microsoft Office products (Excel, Word) and use of e-mail
- Valid Korean driver's license for both manual and automatic vehicles

Special Requirements

It is highly desirable that applicants have the following:

- Previous experience in working with a Diplomatic Mission, the Korean Customs Office or other Korean government agencies
- Previous experience in managing/supervising staff

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.