

**AUSTRALIAN HIGH COMMISSION – KUALA LUMPUR**

Property and Office Services Officer

(Fixed-Term Contract)

The Australian High Commission in Kuala Lumpur invites applications for the position of Property and Office Services Officer in the Property and Office Services Section for a commencement as soon as possible.

The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia’s security, enhancing Australia’s prosperity, delivering an effective and high quality overseas aid program and helping Australian travellers and Australians overseas.

The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia’s pursuit of global, regional and bilateral interests.

The Property and Office Services Officer will be expected to undertake the day-to-day property and transport functions including relevant administrative tasks.

The terms of employment will be in accordance with the Kuala Lumpur Based Terms and Conditions of Employment. Employment will be offered on a contract basis for an initial one-year period with the possibility of renewal, at the LE3 Level with an annual salary of RM47,340 to RM51,228 (annual 12 months). Continued employment is subject to successful completion of a probation period.

The Australian High Commission in Kuala Lumpur offers a package that includes recreation and medical days, medical benefits and two months’ contractual bonus.

**Tasks and Functions**

The key responsibilities of the position include, but are not limited to:

* Conduct property inspections and handover of new and terminated leases with tenants and landlords including inventory of furniture and fittings.
* Coordinate property maintenance for leased accommodation with service providers, including managing settling-in/out kits and furniture movements.
* Manage transport bookings and allocation of drivers driving assignments. Undertake back-up driving as required.
* Draft transport programs and assist the Assistant Manager in the formulation of a high level visits transport programs.
* Responsible for the servicing, annual insurance and registration of official vehicles and relevant payments including ‘top-ups’ of toll and fuel cards
* Liaise with local authorities on property and transport services (DBKL – city council, TNB, Water Works, Telekom).
* Assist with official functions – with the booking system or resources as required
* Manage the registration of all new staff in the property maintenance IT portal
* Other duties as required.

**Selection Criteria**

It is expected that the successful applicant will fulfil the following criteria in relation to the above duties:

* Ability to manage competing priorities, to execute plans, and to ensure deadlines are met
* Industry experience in property management is highly desirable.
* Well-developed ability to communicate effectively, both orally and in writing, in English and Bahasa Malaysia
* Sound IT skills and to utilise Excel programs effectively.
* Ability to work well as a member of a team, to supervise others, and cultural diversity awareness
* Must hold a valid Malaysian drivers licence

**VISA INFORMATION**

To work at the Australian High Commission, it is a requirement that the successful candidate is either a Malaysian national or a foreign national who holds a valid Malaysian work permit/visa. The High Commission will not facilitate the work permit/visa for the successful applicant.

The Australian High Commission in Kuala Lumpur will not be responsible for any costs incurred on relocation costs, accommodation arrangements nor the return of the officer to their country of origin, if applicable, at the end of the contract.

**PREPARING YOUR APPLICATION**

**Your application should include:**

1. Employment & Qualification Background - A two page CV which includes current and recent past employment, positions held, language skills, formal qualifications and awards/achievements.
2. Statement of Claims - a 1 page pitch of no more than 750 words to tell us why you are the right person for the job. We want to know why you want to work at the Australian High Commission, why you are interested in the role, what you can offer us, and how your skills, knowledge, experience and qualifications are applicable to the role. Statements of claim that do not cover the selection criteria will not be taken into consideration.

***The Statement of Claim is the centre piece of your application and should be presented in a concise and focussed manner.*** *In preparing your statement of claims, you* ***must*** *address each selection criteria and should highlight relevant experience and training; you may also include examples of work you have done and demonstrate how your contribution resulted in a positive outcome for your employer. Your statement of claims should be written in English.*

1. Provide contacts for two referees - Complete Attachment A

You need to provide contacts for two referees who are familiar with your professional as well as personal skills and competence. In most cases referees are not contacted unless you are shortlisted for the position, however if we have a tight timeframe we may contact referees before interviews.

1. *Optional* Equity and Diversity Data Sheet - Attachment B

The form is attached.

The Equity and Diversity data sheet is not compulsory, however, it helps us to ensure we are targeting a diverse range of potential employees and it enables applicants to bring to our attention any specific needs they might have – for example highlighting any disabilities which may need to be taken into consideration at the interview venue.

**Your completed application package must be emailed by 6.00pm, 21 January 2018 (Kuala Lumpur time) to** ahcklrecruit@dfat.gov.au

**Late or incomplete applications will not be taken into consideration.**

**We thank all applicants for their interest; however only those selected for an interview will be contacted. The Australian High Commission in Kuala Lumpur is committed to protecting the privacy of your personal information. Information provided will be used for recruitment and employment purposes only.**

**ATTACHMENT A Referee contacts**

Applicants are strongly encouraged to nominate their current and immediate previous supervisors as their referees.  If this is not appropriate, or you do not have a current or previous supervisor, please nominate referees who are best placed to discuss your work performance. The High Commission will contact the nominated person/s if you are short listed for the interview.

**Referee 1**

|  |  |
| --- | --- |
| Full name of Referee: | Relation to Applicant (employer/supervisor): |
| Occupation (Position and company): | Phone: |
| Email:  |  |  |

**Referee 2**

|  |  |
| --- | --- |
| Full name of Referee: | Relation to Applicant (employer/supervisor): |
| Occupation (Position and company): | Phone: |
| Email:  |  |

**Declaration:**

I declare that the information I have provided is true and correct at the time of submission.  I understand and agree that giving false or misleading information is an offence which may lead to disqualification from this selection process, or termination of my employment if I am the successful candidate.

Signature Date:

**ATTACHMENT B Equity and Diversity Data Sheet**

The Australian High Commission is committed to providing a fair, flexible, safe and rewarding workplace and actively encourages a working environment that is free from harassment and discrimination. The High Commission recognises diversity and the benefits associated with building a workforce that reflects this diversity.

Measures are taken to eliminate employment-related disadvantages on the basis of gender, race or ethnicity, or physical or intellectual disability. To ensure these measures are effective, statistical information about the employment of people in these groups is required. You are not obliged to complete this form, however, by doing so you will help ensure the data collected reveals an accurate reflection of the diversity of our workforce.

**Gender:** M F

**Are you an Australian citizen:** Yes No

**Were you born in Australia:** Yes No

**If you are not an Australian, what is your nationality? ………………………**

**Is English your first language:** Yes No

**Do you have a disability?** Yes No

**(Note: Please indicate below any special requirements you may have at interview.)**

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*NOTE: In accordance with the Commonwealth Privacy Act, these details will not be disclosed to other agencies, persons or organisations. Composite statistical data will be used for reporting purposes only.*