



PROPERTY ASSISTANT **AUSTRALIAN EMBASSY – ABU DHABI**

AUSTRALIAN EMBASSY ABU DHABI

The Embassy advances the interests of Australia and Australians in the UAE. This involves strengthening Australia's security, enhancing Australia's prosperity, and providing consular assistance to Australians. The Department of Foreign Affairs and Trade (DFAT) is the lead agency managing Australia's international presence and coordinates with other government agencies to ensure that the pursuit of Australia's interests. We have a dedicated and professional workforce from a variety of countries.

POSITION DETAILS

Title: Property Assistant

Term: Full-time fixed contract

Agency: Department of Foreign Affairs and Trade

Classification: LE3

Salary: AED 92,340 – AED 99, 952 per annum, plus AED 71,000 per annum housing allowance

Closing Date of Applications: Sunday 25 February 2018, 11.30pm

DUTIES

This position assists the Travel and Property Manager to provide a range of property related services and general administrative support for the Australian Embassy in Abu Dhabi and Australian diplomatic staff in Dubai. The position will require regular travel between Abu Dhabi and Dubai.

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

- Assist the Travel and Property Manager in the management of leased properties in Abu Dhabi and Dubai, including property searches, inspections, lease negotiation and monitor lease renewals.
- Liaise with property managers, suppliers and contractors to arrange maintenance and services in diplomatic staff residences, the Embassy and the Ambassador's official residence.
- Manage and record a furniture and fittings inventory, including procurement, disposal, transfers and development and maintenance of an inventory management system.
- Participate in Property and WHS Committee meetings.
- Act in the role of Property Manager during periods of absence.
- Act in the role of Petty Cash Officer in accordance with relevant financial management policy during periods of absence.
- Prepare Embassy bank reconciliations and create vendors in SAP during periods of absence.
- Other property and general administrative duties as directed.

QUALIFICATIONS/EXPERIENCE

- Experience in inventory management and property & maintenance.
- Problem solving skills with a focus on moderately complex property, technical and maintenance issues.
- Sound interpersonal skills and the ability to establish and maintain effective stakeholder relationships.
- Strong written and verbal English communication skills.
- Valid UAE driving licence with ability to drive any fleet vehicle.
- Experience in financial management and knowledge of SAP is desirable.
- Proficiency in Microsoft Office software applications.
- Ability to understand general property policies and ensure they are adhered to during administration of property matters.

APPLICATION

Your application should comprise a one (1) page statement explaining why you are interested in this role and detailing your strong skills and experience against the each of the duties and qualifications listed above. You should also send a resume of no more than two (2) pages, including contact details for two (2) professional referees.

Applications and enquiries should be emailed to abudhabi.recruitment@dfat.gov.au

Applications that do not comprise both a substantive one page statement and resume **will not be considered**. Only applicants shortlisted for interview will be contacted.

ASSESSMENT

Applications will be assessed by a Selection Panel and a shortlist established for interview. The interview will test your claims against the criteria above, your suitability for the role and your communication and interpersonal skills. A written assessment may also be required. Once interviews are held, an offer will be made to the applicant considered as most suitable for the role.

DIVERSITY

We are committed to building a workforce that reflects the diversity of the Australian community and to fostering a positive workplace where people treat each other and the community with respect. Our recruitment decisions are made on the basis of merit and we do not discriminate on the basis of race, colour, sex, sexual preference, age, physical or mental disability, marital status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin. Our employees enjoy equity and fairness in the workplace, opportunities for professional development, and support to balance their work and private lives.

The Embassy aims to ensure its recruitment processes are inclusive of people with disabilities and strongly encourages people with a disability to apply. We are committed to making reasonable adjustments for people with a disability in our selection processes and for our employees in the workplace.