



## **LOCAL AREA NETWORK ADMINISTRATOR/DRIVER**

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:** Local Area Network Administrator/Driver

**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 72,000 per annum housing allowance

**Closing Date of Applications:** Sunday 17 June 2018, 11.30pm

### **ROLE**

This position is based at the Australian Embassy in Abu Dhabi. The Local Area Network Administrator (LANA)/Driver will provide onsite management of the Embassy's ICT functions and services, and provide driving services for Embassy staff. This position will operate in conjunction with, and assist the Regional Technical Officer (Abu Dhabi), Global Support Centre (Canberra), and all other sections of the Department's Information Management Division as required.

### **DUTIES**

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

- Provide first level assistance to maintain the Embassy's ICT network; this includes creating and maintaining user accounts, troubleshooting ICT issues and outages, building workstations and mobile devices, assisting staff with VOIP handset functions.
- Manage, log, and escalate ICT issues on behalf of staff utilising the Department's fault software platform.
- Maintain a register of the Embassy's ICT equipment and undertake regular stocktakes of ICT equipment and assets.
- Maintain a basic working knowledge of local telecommunications providers and available products in the UAE, including business grade services, mobile communications, and SOHO products.
- Maintain records of ICT contractors, tradespeople, and telecommunications service providers utilised by the Embassy in case of system maintenance or failure.
- Update the Embassy's website and internal database as directed.
- Deliver basic user training to staff on the Embassy's ICT systems and software.
- Prepare the diplomatic bag and associated documentation.
- Procure and maintain stocks of stationary and office supplies.

- Provide logistical support for visiting officials. This may include setting up remote offices and managing a portable fleet of ICT equipment.
- Drive diplomatic officers, other staff, officials and visitors as required. Also undertake driving and administrative duties to support the corporate team.
- Maintain official vehicles and arrange regular servicing, maintenance, repairs, cleaning, refuelling and spot checks.
- Maintain accurate vehicle records including running sheets, insurance, and registration and fuel purchases.
- Other administrative tasks as required, including bank reconciliations and management of telephone accounts.

## QUALIFICATIONS/EXPERIENCE

- Demonstrated experience in one of the following disciplines;
  - ICT management
  - Level 1 System administration
  - Level 1 Network administration
  - Telecommunications or ICT Technician
- Relevant tertiary level or vocational qualifications would be an advantage.
- Attention to detail and ability to accurately record and manage stocks of equipment and assets.
- Basic understanding of network cabling, desktop installations, and telecommunication enclosures would be considered advantageous.
- Strong client and stakeholder service focus.
- Possession of a valid UAE driver's licence and proven driving safety record.
- Extensive knowledge of road/traffic systems in the UAE
- Willingness to work flexible hours and undertake overtime as required
- Fluency in English essential and Arabic desirable
- Ability to work in a small team and get along in a multi-cultural work environment.

## APPLICATION

Your application should comprise a pitch statement of no more than one (1) page detailing why you are the right person for this role, clearly demonstrating your current skills and previous experience relevant to the duties. 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](mailto: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 interviews. Additional assessments may include a driving test and assessment of technical skills.

## **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.