



LES Position Description

AGENCY	DFAT
POSITION NUMBER	TA004
POSITION TITLE	Corporate Services Officer
CLASSIFICATION	LE3
SECTION	Administration
REPORTS TO (TITLE)	Corporate Services Manager
SALARY (GROSS)	ILS 13,636 per month

ABOUT THE DEPARTMENT OF FOREIGN AFFAIRS AND TRADE

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.

About the Position

Under general direction, the Corporate Services Officer works within the Administration Team to manage and assist with a range of corporate services, including providing ICT support, property and administrative duties. This position also undertakes driving duties in a back-up capacity.


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

Local Area Network Administrator (LANA)

- Provide first level IT support to staff, including the establishment of user accounts for new staff, and assist with implementation of improvements to IT processes.
- As IT Manager, maintain ICT asset management records and undertake annual stocktakes.
- Assist Regional Technical Officers with rollouts of new systems and equipment.
- Manage contracts with local providers for ICT and telecommunications services, including coordination of technical maintenance and issues resolution.
- Coordinate ICT support for high-level visits, including the establishment of remote offices.

Property

- Liaise with Chancery building management and residence landlords on maintenance issues for both leased and owned properties, including procurement of goods and services.
- Establish, develop, and maintain strong working relationships with a range of key internal and external stakeholders including with key suppliers and service providers.
- Coordinate annual electrical tag and test program.

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- Maintain the Embassy's registers of assets, portable and attractive items, and household inventories, and undertake annual stocktakes.
 - Coordinate customs clearance of cargo consignments, including import and export of Australia-based staff members' personal effects.
 - Inspect Australia-based staff residences at least once per year and provide Corporate Services Manager with a written report of the condition of the premises and furniture.

Office Administration and Driving Assistance

- Process payments related to property, assets and ICT equipment and services.
- Maintain official vehicles including paperwork for registrations and insurance, cleaning, servicing, and repairs. Coordinate registration and insurance for vehicles of Australia-based staff.
- Provide other general financial and administrative support as required.
- Provide safe and efficient driving services for Diplomatic Staff, including the Ambassador as required, and assist with deliveries.

Qualifications/Experience

- Proven experience providing high-level ICT support across a range of systems and an appreciation of undertaking work in a secure environment.
- Strong organisational and time management skills, attention to detail and the ability to work under pressure and manage priorities under limited supervision.
- Excellent written and spoken communication skills in English and Hebrew, including effective liaison and consultation skills.
- Strong interpersonal skills and the ability to build productive working relationships with a range of stakeholders.
- Capacity to plan and set priorities, work as a productive member of a small team and show initiative.
- Proficiency and experience with Microsoft Office programs, including Outlook, Word and Excel.
- Current driving licence and clean driving record. Driving licence C an advantage.
- Experience using financial systems desirable but not essential.

Application Process

Candidates should include the following documentation in their application:

1. Curriculum vitae (résumé) in English, containing:

- Personal information, including address and telephone contact details;
- Residency/employment status in Israel;
- Summary of employment history; and
- Names and contact details (telephone and email) of two referees who can comment on work performance, one of whom must be a current supervisor.

2. Statement of claims

This should be a written statement in English. Aligning your responses with the position description, provide:

1. An explanation of how your skills, knowledge and experience will be relevant to this role (limit this to one page only); and
2. Details of three (3) professional achievements, within the last five years, that you are proud of (limit this to one page only).

The Embassy will establish a Selection Advisory Committee (SAC) to assess applications, conduct interviews (in English), check referee reports and prepare a report for the Ambassador recommending the most suitable applicant. The SAC will shortlist applicants for interview based on the information provided in the applications received. Applicants interviewed by the SAC will be required to complete a written exercise in both English and Hebrew.

Applicants will receive an email confirmation that their application has been received but the Embassy will not send further acknowledgment messages. Any applicants who are interviewed will be advised of the outcome. Applicants not selected for interview will be notified but no further feedback will be provided.

Unsuccessful applicants who rate highly in this employment process may be considered for employment with the Embassy should another similar position become vacant within the next 12 months.

Statements and résumés should be emailed to claudia.barsha@dfat.gov.au

The deadline for receiving applications is midnight, **Monday 17 June 2024**.