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| **AGENCY** | **Department of Foreign Affairs and Trade** |
| **POSITION NUMBER** | TA004 |
| **POSITION TITLE** | Corporate Services Officer / Driver |
| **CLASSIFICATION** | LE2  |
| **SECTION** | Administration |
| **REPORTS TO (TITLE)** | Corporate Services Manager |

**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 / Driver works within the Administration Team to manage and assist with a range of corporate services and administrative duties and provide a safe, reliable and timely transport for staff and visitors within Tel Aviv and the surrounding areas.

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

Driving

* Provide safe and efficient driving services for Diplomatic Staff, including the Ambassador as required.
* Maintain official vehicles including log books, petrol purchases, paperwork for registrations and insurance, cleaning, servicing, and repairs.
* Operate official vehicles on roster, after hours, on special occasions and public holidays as required.
* Perform routine daily checks of official vehicles (e.g. water levels, battery, tyres and oil).
* Distribute and deliver mail and diplomatic bags, including assisting with airport courier duties.
* Maintain driver’s advance and accountable documentation.
* Coordinate registration and insurance for vehicles of Australia-based staff.

Office Administration

* Liaise with Chancery building management and residence landlords on maintenance issues for both leased and owned properties, including procurement of goods and services.
* Maintain the Embassy’s registers of assets, portable and attractive items, and household inventories, and undertake annual stocktakes.
* Arrange minor purchases as directed and prepare payment authorisation documentation.
* Process payments related to property, assets and ICT equipment and services in accordance with departmental guidelines.
* Perform routine finance and HR processing and general administrative duties in accordance with departmental guidelines.

**Qualifications/Experience**

* Excellent written and spoken communication skills in English and Hebrew.
* Proficiency and experience with Microsoft Office programs, including Outlook, Word and Excel.
* Experience using financial systems desirable but not essential
* Strong interpersonal skills and ability to develop and maintain productive working relationships with colleagues and clients
* Sound organisational skills and judgement and the ability to work productively as part of a small team.
* The occupant of this position must hold a valid driving licence with a proven safe driving record.
* Extensive knowledge of road/traffic systems in Tel Aviv and ability to read road maps.

**Selection process**

The Embassy will establish a Selection Advisory Committee (SAC) to consider applications for each advertised vacancy.  The SAC is comprised of a Chair and two other members, all of whom are employees.

We aim to complete our recruitment activities around four weeks after the closing date of applications.

**Guidelines for Applicants**

Your application should consist of:

* A completed "Application for Locally Engaged Staff Employment", including your one-page pitch (see below); and
* A one-page Curriculum Vitae outlining your current and previous employment, knowledge, experience and qualifications relevant to the advertised role.

Please note that applications which do not include these documents (or which exceed the page lengths) may not be considered by the SAC.

**One-page pitch**

Your one-page pitch is a chance to tell the SAC why you are the right person for the job. The committee wants to know why you want to work at the Embassy, why you are interested in the role, what you can offer them, and how your skills, knowledge, experience and qualifications are applicable to the role. In a nutshell - why should we hire you?

Try not to duplicate information that can already be found in your Curriculum Vitae, but make sure you support your claims to the position with specific examples or achievements wherever possible.