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| **Agency** | Department of Foreign Affairs and Trade |
| **Position Number** | 7471 |
| **Title** | Property and Administration Officer |
| **Classification** | LE3 |
| **Section** | Corporate |
| **Reports to (title)** | Senior Administrative Officer (SAO) |

**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 travelers 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 direction from the SAO, the Property and Administration Officer provides support and assistance in the provision of property management and administration services to the Australian High Commission (AHC), Nuku’alofa.

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

* Provide assistance in managing property issues, including those related to office buildings and residential accommodation
* Liaise with property owners, contractors and suppliers to resolve maintenance issues, and submit requests via work databases
* Assist with property related procurement functions in accordance with guidelines
* Prepare and maintain property related inventories, recording item movements and maintaining records, ensure adequate stocks of consumable items and conduct the annual stocktake of assets
* Arrange the clearance of imported goods including customs clearances, arranging paperwork and Third Party Notes, and assist with diplomatic privileges entitlements
* Prepare and maintain the property maintenance program, including developing systems for managing routine property servicing
* Assist in organising official functions in the office or residences
* Perform bank reconciliations every month in accordance with departmental guidelines
* Act as back-up Passports and Consular Officer

**Qualifications/Experience**

* Demonstrated experience in office and residential property management
* Demonstrated strong written and oral communications skills in English and Tongan
* Strong organizational skills
* Proven experience in financial management or a demonstrated ability to learn
* An awareness of Workplace Health and Safety requirements
* Must possess and maintain a clean and valid local driver licence
* Ability to use Microsoft Office, including Word and Excel
* Knowledge of SAP accounting desirable