

**AUSTRALIAN HIGH COMMISSION – KUALA LUMPUR**

Driver/Administrative Assistant – Defence Section

The Australian High Commission in Kuala Lumpur invites applications for the position of Driver/Administrative Assistant in the Defence Section for a start date in August/September 2019.

The terms of employment will be in accordance with the Kuala Lumpur Based Terms and Conditions of Employment. Employment will be offered on an on-going basis at a Level 2 Locally Engaged Staff position (LE2) with a monthly salary of RM 2,973. Continued employment is subject to successful completion of a 6 month probation period.

The Australian High Commission in Kuala Lumpur offers a package that includes recreation and medical days, medical benefits and two months contractual bonus.

**Job Description**

This position is located in the Defence Section of the High Commission, and is responsible for administrative and driver support within the area.

**Tasks and Functions**

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

* Maintain a clean and presentable appearance at all times.
* Drive official vehicles in accordance with local road rules and regulations.
* Undertake all driving duties in a safe and timely manner.
* Ensure all Defence vehicles are clean, in proper working order and reporting vehicle defects to DAA, ADA or EA as necessary.
* Maintain allocated vehicle running sheets IAW the Defence Road Transport Manual.
* Schedule Defence vehicles for routine or as required maintenance.
* Assist the DAA with the overall management of the Defence vehicle fleet IAW the Vehicle Management Plan.
* Maintain accurate records in all registers relating to official duties (Touch and Go cards, Petrol cards, Airport passes etc.).
* Coordinate and conduct all aspects of the acquisition and disposal of Australian Defence property in Malaysia.
* Procurement of goods, including raising the SA045 and the processing of associated documentation.
* Process FMA001, procurement approval documentation for approval by DAA/ADA/DA.
* Manage office equipment, supplies and consumables, including procurement through to disposal and the associated maintenance of accurate records.
* Correspond with Malaysian Armed Forces Headquarters and other Government Agencies on Defence related matters.
* Translate newspaper articles from Bahasa Melayu to English.
* Perform other duties as directed.

**Qualifications/Experience**

###### **Essential**

* Possess a current Malaysian driver’s license (mandatory).
* Minimum 5 years of working experience as a driver with good defensive driver skills and a clean driving record.
* Experience/ability to develop skills such as IT systems and advanced driving techniques.
* Experience in basic office service tasks such as custom's clearances, vehicle registration, filing and internal deliveries.
* Proficient in English and Bahasa Melayu
* Able to review English or Bahasa Melayu publications and conduct initial translation
* Demonstrated ability in the use of management information systems and their applications.

###### **Desirable**

* Flexibility to work at short notice, including weekends and public holidays.

**EQUAL EMPLOYMENT OPPORTUNITIES**

The High Commission recruitment decisions are made on the basis of merit and we do not discriminate on the grounds of gender, age, race, ethnicity, sexual preference, religion or disability. Our employees enjoy equity and fairness in the workplace, opportunities for professional development, and support to balance their work and private lives.

**PREPARING YOUR APPLICATION**

**Your application should include:**

1. Employment & Qualification Background - Complete Attachment A

The form is attached for completion.

1. **Curriculum Vitae (CV)** outlining personal details, relevant work experience, educational qualifications and skills (minimum two pages);
2. **A One (1) to Two (2) Page Pitch** of no more than 1000 words outlining how your skills, experience and qualifications makes you the best person for the job. Your statement should address how you have the skills and knowledge relevant to the position’s responsibilities with reference to relevant qualifications and experience.
3. Provide contacts for two referees - Complete Attachment B

You need to provide contacts for two referees who are familiar with your professional as well as personal skills and competence. In most cases referees are not contacted unless you are shortlisted for the position, however if we have a tight timeframe we may contact referees before interviews.

1. *Optional* Equity and Diversity Data Sheet - Attachment C

The form is attached.

The Equity and Diversity data sheet is not compulsory, however, it helps us to ensure we are targeting a diverse range of potential employees and it enables applicants to bring to our attention any specific needs they might have – for example highlighting any disabilities which may need to be taken into consideration at the interview venue.

**Your completed application package must be emailed by 6.00pm, 11 August 2019 (Kuala Lumpur time) to** [ahcklrecruit@dfat.gov.au](mailto:ahcklrecruit@dfat.gov.au)

**Late or incomplete applications will not be taken into consideration.**

**We thank all applicants for their interest; however only those selected for an interview will be contacted. The Australian High Commission in Kuala Lumpur is committed to protecting the privacy of your personal information. Information provided will be used for recruitment and employment purposes only.**

**ATTACHMENT A Employment & Qualification Background**

**1. Personal Particulars**

|  |  |  |
| --- | --- | --- |
| Title | **Surname** | **Given Name(s)** |
|  |  |  |

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| --- |
| **Contact Details – address, telephone contact details, email address** |

**2. Current Employment**

|  |  |  |
| --- | --- | --- |
| **Month/Year**  **Commenced** | **Employer** | Position |
|  |  |  |
| Brief Description of your duties | | |
|  | | |

**3. Previous Positions Held (including movement within an organisation)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month/Year**  **Commenced** | **Month/Year**  **Finished** | Employer | **Position** | **Level** |
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**4. Academic Qualifications**

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| --- | --- | --- |
| **Year Received** | **Qualification** | Institution |
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**5. Languages**

|  |  |
| --- | --- |
| Language | **Proficiency Level** |
|  |  |
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**6. Other** e.g. Awards, Academic Appointments, Publications, Professional Associations, etc

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**ATTACHMENT B Referee contacts**

Please provide the names and details of two referees whom the High Commission can contact if you are short listed for the interview.

**Referee 1**

|  |  |  |
| --- | --- | --- |
| Full name of Referee: | Relation to Applicant (employer/supervisor): | |
| Occupation (Position and company): | Phone: | |
| Email: |  |  |

**Referee 2**

|  |  |  |
| --- | --- | --- |
| Full name of Referee: | Relation to Applicant (employer/supervisor): | |
| Occupation (Position and company): | Phone: | |
| Email: |  |

**ATTACHMENT C Equity and Diversity Data Sheet**

The Australian High Commission is committed to providing a fair, flexible, safe and rewarding workplace and actively encourages a working environment that is free from harassment and discrimination. The High Commission recognises diversity and the benefits associated with building a workforce that reflects this diversity.

Measures are taken to eliminate employment-related disadvantages on the basis of gender, race or ethnicity, or physical or intellectual disability. To ensure these measures are effective, statistical information about the employment of people in these groups is required. You are not obliged to complete this form, however, by doing so you will help ensure the data collected reveals an accurate reflection of the diversity of our workforce.

**Gender:** M F

**Are you an Australian citizen:** Yes No

**Were you born in Australia:** Yes No

**If you are not an Australian, what is your nationality? ………………………**

**Is English your first language:** Yes No

**Do you have a disability?** Yes No

**(Note: Please indicate below any special requirements you may have at interview.)**

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*NOTE: In accordance with the Commonwealth Privacy Act, these details will not be disclosed to other agencies, persons or organisations. Composite statistical data will be used for reporting purposes only.*