

**AUSTRALIAN HIGH COMMISSION – KUALA LUMPUR**

**Driver/Administrative Assistant – Administration Section**

 (Fixed-Term Contract)

The Australian High Commission invites applications for the position of Driver/Administrative Assistant within the Department of Foreign Affairs and Trade. The position is to commence as soon as possible.

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.

The Australian High Commission currently offers an attractive conditions package that includes recreation/medical leave, medical benefits and contractual bonus. The terms of employment will be in accordance with the High Commission’s Conditions of Employment for locally engaged staff in Kuala Lumpur. Employment will be offered on a fixed-term contract basis for an initial one-year period with the possibility of renewal at a Level 2 locally engaged staff position (LE2) with a monthly salary of RM3,049. Continued employment is subject to successful completion of a 6 month probation period.

Applicants who applied for the Driver/Administrative Assistant role advertised in September 2020 will need to submit a new application.

The Australian High Commission will not be responsible for any costs in relation to relocation, accommodation arrangements nor the return of the officer to their home town.

**Job Description**

The position is a Locally Engaged Staff position within the Australian High Commission. Under routine direction of the Assistant Manager, Property Services, the Driver/Administrative Assistant is responsible for providing transport services for the Australian High Commission and undertaking office administrative duties.

**Tasks and Functions**

* Provide transport services for the Head of Mission and other High Commission staff.
* Drive official vehicles in accordance with local road rules and regulations, and ensure compliance with post security instructions, and measures for driving and passenger safety.
* Maintain up to date and accurate vehicle records and registers relating to official duties, including running sheets, Touch and Go cards, petrol cards and airport passes.
* Ensure all official vehicles are clean and in proper working order (including vehicle GPS), and report defects to the Assistant Manager, Property Services as necessary.
* Ensure vehicles and equipment are maintained in accordance with DFAT policies and guidelines, and perform routine daily checks of official vehicles (e.g. water levels, battery, tyres, fuel and oil).
* Schedule official vehicles for routine maintenance, and update the GPS as required.
* Process payment requests for approval.
* Provide despatch and administrative support duties as required.

**Selection Criteria**

* Possess a current Malaysian driver’s license (mandatory), good defensive driving skills and a clean driving record.
* Experience undertaking basic office service tasks such as customs clearances, vehicle registration, filing and internal deliveries.
* Proficient written and spoken communication skills in English and Bahasa Melayu.
* Demonstrated ability in the use of information management systems and their applications. Ability to prepare and maintain accurate records within such systems.
* Ability to organise workloads, set priorities and meet deadlines to achieve objectives with limited supervision.

**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.

**Female applicants are encouraged to apply.**

**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 Page Pitch** of no more than 250 words addressing how you have the skills and knowledge relevant to the position’s responsibilities, with reference to your 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 5:00pm, 3 January 2021 (Kuala Lumpur time) to** ahcklrecruit@dfat.gov.au

**Late or incomplete applications that do not address the selection criteria 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 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**

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| --- | --- | --- |
| 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**

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| 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**

**ACHMENT 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.*