



MESSENGER AND OFFICE ASSISTANT

AUSTRALIAN EMBASSY KABUL

The Australian Embassy Kabul invites applications for the full-time position of Messenger and Office Assistant.

The Australian Embassy is seeking a self-motivated, proactive Messenger and Office Assistant to join our team. In this role you will be responsible for the receipt and delivery of Embassy official communications with Afghan Ministries as well as assisting the Corporate Team to ensure the smooth running of the Embassy's day to day operations.

Position Description/Duty Statement

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

- Deliver and collect letters and documents to/from the Ministry of Foreign Affairs (MoFA), Ministry of Interior (MoI); other government ministries, and embassies, local and international organisations.
- Liaise with DHL on diplomatic mail service, airfreight service, and consignment of personal effects, in accordance with instructions provided by the Consuls.
- Under the direction of the LES Consular Officer and Consuls, draft routine Third Person Notes (TPNs); act as a liaison on behalf of the Embassy with the Ministry of Foreign Affairs (MoFA), Ministry of Interior (MoI), airport officials and other organisations as appropriate.
- Assist the LES Consular Officer to manage diplomatic visa renewals on behalf of Embassy and Security personnel, and any ad-hoc visa processes for other countries.
- Under the direction of the LES Consular Officer, provide timely guidance and advice to embassy staff on any protocol-related matters.
- Assist Property officer with the day to day management of property and cleaning requirements of the embassy – coordinate request for meeting/event setup, cleaning and preparation of meeting and event forums
- Assist the Property Officer by preparing and managing the HR Administrative requirements on behalf of LES Cleaners in accordance with Post Policies and procedures – rostering, leave applications, timesheet management etc.
- Undertake procurement activities on behalf of the Embassy, in accordance with the Embassy's procurement and financial management principles.
- Proactively assist with general office upkeep, including ordering stationery supplies from local vendors, cleaning and maintaining the stationery cupboard, assisting other corporate team members with filing.
- Other tasks as directed by the Consul-General and Consuls.

Qualifications/Experience

- Strong level of written and spoken English and Dari language skills
- Proven office and administration experience
- Ability to identify issues, prioritise work and communicate clearly with supervisors and colleagues to ensure that tasking is achieved in a timely and efficient manner.
- Experience and demonstrated abilities in the use of computers and software programs including Microsoft Word, Excel, Outlook email and calendar and Internet Explorer, or similar.
- Excellent interpersonal and communication skills and ability to work in a team environment
- Ability to think independently, take initiative and responsibility for tasks
- Demonstrated organisational skills and attention to detail
- Ability to manage tight deadlines and large volumes of information from different sources
- High school graduation essential, completion of post-school training or education highly desirable.

Selection Criteria

It is expected that the successful applicant will fulfil the following criteria in relation to the above duties:

- Demonstrated ability to work proactively, manage workloads, balance competing priorities and meet deadlines;
- Demonstrated sound judgement, proven organisational skills and ability to follow directions, solve problems, act flexibly, and a proven ability to maintain confidentiality;
- The ability to work as an individual, and as a member of a team, with minimal supervision and good interpersonal skills. Proven ability to deal with a wide range of clients, cultures and expectations;
- The ability to use a range of information technology software packages including Microsoft Office.

Background

The Australian Embassy is the official representative of the Australian Government in Afghanistan. The role of the Embassy 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 of Foreign Affairs and Trade (DFAT)/the Embassy 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.

Conditions of Appointment

This is a Locally Engaged Level 2 position, commencing in June 2018. Employees are required to provide a National Police Check and undertake a medical check. Employees will be subject to a condition of satisfactory completion of a probationary period. The initial period of probation will be three months. Employees are required to adhere to the Locally-engaged Staff Code of Conduct.

The current hours of duty for office staff, unless otherwise described in the employment contract are Sunday to Thursday, 0830 – 1630 (lunch 1200 – 1230), however the workload may require occasional out of hours work. The monthly salary is USD 1,380.67. A bonus payment of one month's salary will be paid at Eid ul-Fitr each year.

How to apply

A Selection Advisory Committee (SAC) will be established to assess applications, conduct interviews, check referees reports and prepare a report for the delegate recommending the most suitable applicant.

Applicants are to provide a recent CV and complete the application pack. The application pack shall include a statement of claims against the above selection criteria of no more than two pages in total. Please note that applications failing to comply will not be eligible. Applicants should also provide two referees who can speak in detail regarding skills and suitability for the role.

Applicants are advised to carefully address the selection criteria when preparing their written application. Based on the information provided in applications received, the SAC will shortlist applicants for interview and consult referees.

Applications should be submitted electronically to kabul@dfat.gov.au .

The selection process usually takes several weeks and applicants will be advised of the final outcome. Similar positions (at a lower level) may become available within the next 12 months and the order of merit for this position may be considered for such vacancies.

Australian Government objectives, under which the Embassy operates, can be found on the Department of Foreign Affairs and Trade website (www.dfat.gov.au).

Applications close at 1700 hours (Kabul time) on Sunday 3 June 2018.