

Position Description – Kabul – Messenger and Office Assistant

Agency	Department of Foreign Affairs and Trade
Position number	KB008
Title	Messenger and Office Assistant
Classification	LE2
Post/Section	Kabul
Reports to	Second Secretaries – Corporate

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.

The key responsibilities include, but are not limited to:

- Deliver and collect letters and documents to/from the Ministry of Foreign Affairs (MoFA), Ministry of Interior (Mol); 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), in conjunction with the requesting officer.
- Under the direction of the LES Consular Officer and Consuls, act as a liaison on behalf of the Embassy with the Ministry of Foreign Affairs (MoFA), Ministry of Interior (Mol), 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 Post Policies and procedures – rostering, leave applications, timesheet management etc.
- 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.

- Under the direction of the LES Property officer, provide support in the procurement of supplies from various vendors for the Embassy.
- Other tasks as directed by the Consul-General and Consuls.

Qualifications/Experience

- Strong English language skills.
- 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.
- Timeliness in response to tasking.
- Evidence of capacity to prioritise competing work demands within standard hours and to meet deadlines.
- High school graduation essential, completion of post-school training or education highly desirable.
- Previous experience in a similar role is desirable.