**DEPARTMENT OF FOREIGN AFFAIRS AND TRADE**

**VACANCY**

The Department of Foreign Affairs and Trade (DFAT) section of the Australian Consulate-General Guangzhou has a vacancy for a locally engaged staff to fill the following position澳大利亚驻广州总领事馆外交贸易部招聘以下职位:

**Driver司机**

This is a permanent position. Salary for this position will commence at RMB 4,831 (LE 1) per month. We also offer competitive conditions including 20-day annual leave entitlement in pro rata, 14-day public holidays, and commericial medical insurance plan.这是一个长期的职位，起薪为每月RMB 4,831。另外还有其它福利，包括每年20天年假，14天公众假期以及商业医疗保险计划。

Applications are invited from Chinese Nationals only. Successful applicant is required to register with the Service Office of Foreign Establishments, Guangdong Province (if not already) prior to commencing employment. 该职位仅向中国籍公民开放。若被成功录用，申请人需要先在广东省外国机构服务处登记。

Duty statement(s) and assessment criteria for the position are attached. Your application must include:广告后面附上该职位的工作内容及甄选标准。你的申请必须包括：

* a brief application pitch preferably written in English；一份最好是用英文书写的简单陈述；
* curriculum vitae; and简历；以及
* contact details of two work-related referees. 2个工作证明人的详细联系方式。

Guidelines for preparing position application pitch can be found on 书写甄选要求陈述的指引请见此网址（英文）<https://guangzhou.china.embassy.gov.au/gzho/CareerEn2.html>

**Applications should be sent to:请将申请发至以下邮箱：**

Email: [Recruitment.Guangzhou@dfat.gov.au](mailto:HR.Guangzhou@dfat.gov.au)

For inquiries regarding this position, please contact the Human Resources section on the above email address. 如有任何疑问，敬请通过上述邮箱地址联系人力资源部。

**Closing date for applications is 9.00am, Wednesday 18 November 2020**

**申请截止日期为2020年11月18日上午9时**

Late applications may not be considered.逾期申请可能将不予考虑。

**JOB DESCRIPTION 职位描述**

The Driver is responsible for providing safe, reliable and timely transport for staff and visitors within Guangzhou and surrounding areas. The Driver will also assist with some routine administrative tasks. 司机负责在广州及周边地区为员工和访客提供安全、可靠、及时的交通服务。 司机还将协助完成一些日常行政工作。。

The key responsibilities of the position include, but are not limited to: 主要工作内容包括，但不限于：

* Provide driving services for staff, visitors and officials and assist with luggage arrangements. 为工作人员、访客和官员提供驾驶服务，并协助安排行李。
* Maintain up to date and accurate vehicle records, including travel/log books, and petrol purchases. 保持实时和准确的车辆记录，包括行车记录日志和燃油购买记录。
* Perform routine checks and undertake minor maintenance of official vehicles (e.g. water levels, battery, tyres and oil). 对公务车辆进行例行检查和小保养（如水位、电池、轮胎和机油）。
* Ensure vehicles are kept in a clean and roadworthy condition, and perform daily cleaning and maintenance checks prior to and after use. 保持车辆清洁和确保车辆处于适于上路的状态，并在使用前和使用后进行日常清洁和维护检查。
* Delivery and collection various materials including postal order remittances. 收发各种材料，包括邮政订单汇款。
* Collect customs clearances for import/export of consignments. 安排进出口货物的清关手续。
* Manage the handling diplomatic bag. 管理并处理外交邮袋。
* Provide information on transport arrangements for meetings, event and visits. 提供关于会议、活动和访问的交通安排的信息。
* Perform routine administrative tasks related to official vehicles and transportation. 执行与公务用车和交通有关的日常行政工作。
* Perform other duties as required. 履行其它必要的职责。

**QUALIFICATIONS/EXPERIENCE甄选要求**

* Valid driver’s licence with a proven safe driving record. 持有有效驾驶证，并保持安全驾驶记录。
* Extensive knowledge of road/traffic systems in Guangzhou and surrounding regions. 熟悉广州及周边地区的道路/交通系统。
* Ability to make recommendations to ensure passengers reach their destination on time, and apply flexibility and a high level of judgement while driving. 能够提出建议，确保乘客按时到达目的地，并在驾驶过程中灵活应变，具有高度的判断力。
* Highly reliable, punctual, courteous and responsible. 高度可靠、守时、礼貌并具有责任心。
* Client-focused and well-suited to working individually and in team environment. 有服务精神，适合在个人和团队环境中工作。
* Fluent in written and spoken Mandarin and/or Cantonese. English language skills are desirable. 熟练的使用普通话及/或粤语,有英语能力更佳。
* Be in good health and physically able to perform all duties of a driver. 有良好的健康及精神状态，以胜任司机的所有工作。

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