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| **Agency** | Department of Foreign Affairs and Trade |
| **Location** | Australian Embassy, Beijing |
| **Position Number** | BJ1-067, BJ1-068 |
| **Position Title** | Administrative Assistant & Driver |
| **Classification** | LE2 |
| **Section** | Corporate Support Section |
| **Reports to (title)** | Corporate Support Manager |
| **Status** | Ongoing, Full-time |
| **Gross Annual Salary** | RMB 107,341.20 (plus loading if applicable) |

**About the Australian Department of Foreign Affairs and Trade (DFAT)**

The Australian Embassy in Beijing is part of the Department of Foreign Affairs and Trade (DFAT). DFAT’s role is to advance the interests of Australia and Australians internationally, including to grow and diversify trade and investment, enhance an understanding of China in Australia, contribute to regional and global integration, build links between Australia and China and to help Australians in China.

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 Government is also represented by Consulates-General in Shanghai, Guangzhou, Chengdu, Shenyang and Hong Kong.

**About the position**

The Administrative Assistant and Driver positions provide transportation services to Embassy staff as required. The position also provides assistance with office administrative tasks as and when required.

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

* Providing safe and efficient driving and delivery services to staff and visitors in Beijing and surrounding areas.
* Performing routine checks and undertaking minor maintenance of embassy vehicles, reporting any malfunctions, abnormalities, replacement requirements or accidents as soon as possible.
* Facilitating the servicing, repair and annual inspection of embassy vehicles.
* Maintaining up to date and accurate vehicle records, including vehicle logbooks and fuel purchases in accordance with DFAT guidelines.
* Assisting with diplomatic airfreight customs clearances, packing and distribution.
* Undertaking minor procurement and ad-hoc tasks as required.
* Managing and maintaining settling in/out kits and delivering/collecting kits as required.
* Managing and maintaining stationary supplies, emergency equipment and first aid kits.
* Providing administrative and logistical support and assistance for events, high-level visits and embassy-wide activities.
* Performing routine office tasks such as photocopying, scanning, shredding, filing and distributing newspapers and mail.
* Performing minor manual labour tasks as required.
* Perform other duties and back up as required.

**Qualifications/Experience**

* Demonstrated safe driving skills and valid driver’s license with relevant work experience.
* Strong knowledge of roads and road rules in Beijing.
* Reasonable oral and written communication skills in English and Chinese.
* Excellent attention to detail and ability to prioritise
* Knowledge of Microsoft Word and Excel.
* Ability to work well within a team.
* First aid qualifications or willingness to undertake first aid training.
* Be prepared for overtime from time to time.

## What the Australian Embassy offers:

* Attractive remuneration package that includes performance bonuses, additional insurance coverage, 14 public holidays and generous leave provisions.
* Safe and secure workplace where safety of employees is a high priority and a diverse and inclusive workplace is actively promoted.
* Opportunity to work in a diplomatic mission and interact with colleagues from a broad range of interesting areas.
* Opportunity to learn new skills and meet unique challenges.

**How to Apply**

Your application, written in Chinese or English, should include:

* Curriculum Vitae (maximum 2 pages)
* Application for Locally Engaged Staff Employment (please see Attachment A)
* One-page pitch - Maximum 500 words (further instructions below)

Please email your application to **cheng.xi@fesco.com.cn** **before 17:00 on Thursday, 28 September 2023**. Applications received after this time will not be considered.

Applications must be in either Microsoft Word or PDF format, with a maximum email size of 3MB.

For further information about this position, please contact **cheng.xi@fesco.com.cn**.

Please note that only applicants short-listed for interview will receive a written reply. If you have not received any communication from the Human Resources Section of the Australian Embassy within four weeks after the close of application, please consider your application unsuccessful. Thank you for your understanding and your interest in working at the Australian Embassy, Beijing.

**Attachment A: Application for Locally Engaged Staff Employment**

Position you are applying for: Date available for work**:**

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| **PERSONAL INFORMATION** | | | | | |
| Title: | | Last Name: | | | First Name: |
| Email Address: | | Contact Number: | | | Citizenship(s) |
| Address: | | | | | |
| Are you eligible to work in the country in which you are applying for a position? Yes  No  *(Note: to be eligible to work in this country you should be a citizen, hold or be able to obtain an appropriate working visa)* | | | | | |
| How did you hear about the vacancy? | | | | | |
| **PREVIOUS AUSTRALIAN GOVERNMENT EMPLOYMENT Yes  No** | | | | | |
| Have you ever been employed by the Australian Government, either in Australia or overseas?  If yes, please provide the details.  If yes, did you ever receive a redundancy or other payment benefit? | | | | | |
| **REFERENCES** | | | | | |
| Please provide the names and email addresses of two work-related referees whom we can contact. Both referees should  be able to comment on your work performance. | | | | | |
| **REFEREE 1** | | | | | |
| Title: | First Name: | | | Last Name: | |
| Organization: | | | Position Title: | | |
| Relationship to Applicant | | | Years of Relationship: | | |
| Contact Number: | | | Email Address: | | |
| **REFEREE 2** | | | | | |
| Title: | First Name: | | | Last Name: | |
| Organization: | | | Position Title: | | |
| Relationship to Applicant | | | Years of Relationship: | | |
| Contact Number: | | | Email Address: | | |
| **APPLICANT’S STATEMENT** | | | | | |
| The above information, to the best of my knowledge, is true and correct. I consent to the mission collecting and  using information, and to relevant employers / supervisors disclosing information, in relation to my work performance  and conduct for the purpose of assessing my suitability to carry out the duties of the position I have applied for, and  suitability for employment. I understand that misstatements or omissions in my disclosures may result in a failure to hire  or immediate discharge if they are discovered  Accept: Name: Date: | | | | | |

**Guidance for your one-page pitch**

Your one-page pitch should be compelling and convincing. It is a chance to tell the panel why you are the right person for the job. The panel wants to know why you are interested in the role, what you can offer DFAT, and how your skills, knowledge, experience and qualifications are applicable to the role. It should be **a maximum 500 words (12 font).**

• Say what you did (actions) and the result (outcomes)

• Use practical and substantiated outcomes

• Show your resilience and adaptability

• Highlight your strengths and interests

• Don’t assume the panel knows you or your work

• Make it appealing and interesting e.g. demonstrate how you ‘solved a difficult issue’

• Stick to the point – quality not quantity

• Use the word limit wisely

• Don’t repeat what’s already in your CV

• Ensure you check the spelling before you submit your application