

## LES Position Description

<b>AGENCY</b>	Department of Foreign Affairs and Trade
<b>POSITION NUMBER</b>	VT033
<b>POSITION TITLE</b>	Driver
<b>CLASSIFICATION</b>	LE2
<b>SECTION</b>	Consular and Administration
<b>REPORTS TO (TITLE)</b>	Property Assistant

### 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.

### About the position

Under close direction of the Property Assistant, the Driver is required to operate DFAT vehicles in a safe manner to transport Embassy staff and official visitors to and from locations across Laos and Thailand and provides routine clerical support.

### Key responsibilities of the position include but are not limited to:

- Operate official vehicles during normal business hours, after hours, on special occasions and public holidays as required
- Drive Australian Embassy staff, visitors and officials between locations and assist with luggage as required. Maintain up to date and accurate vehicle records including travel/logbooks, and petrol purchases
- Perform routine daily checks of official vehicles (e.g. water levels, battery, tyres and oil) and inform the Property Assistant when service/maintenance work is required
- Wash and clean vehicles and keep vehicles tidy on an ongoing basis. Ensure that vehicles, keys and equipment are kept in secure location
- Assist the property team coordinate safe-hand shipments by liaising with local customs and airport officials regarding timings, airport access and clearance requirements.
- Perform general office duties such as photocopying, binding, mailing, and use computer skills to respond to emails and tasking from the Senior Property Officer and/or the Property Assistant as required
- Manage the collection and despatch of outgoing diplomatic mail and the distribution of incoming diplomatic mail and freight.

- Assist the finance team by obtaining quotes for goods and services and coordinating the payment of utilities bills and other purchasing payments

#### Required Qualifications/Experience/Knowledge/Skills

- Valid Lao drivers' licence
- Previous experience in working as a driver for large multinational organisation or Embassy/Diplomatic office
- An understanding of vehicle maintenance procedures including the ability to perform basic safety checks and repairs
- Good knowledge of the roads and geography of Laos. Ability to read maps, use smart phone mapping applications and plan routes
- Proficiency with verbal and written communication in both English and Lao
- Ability to work effectively in teams with adaptability and responsiveness.