

## Senior Property Officer – Vientiane - June 2014

<b>Agency</b>	Department of Foreign Affairs and Trade
<b>Position number</b>	8631
<b>Title</b>	Senior Property Officer
<b>Classification</b>	LE-5
<b>Section</b>	Consular and Administration
<b>Reports to</b>	Senior Administration Officer (SAO)

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

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 limited direction of the Senior Administration Officer, the Senior Property Officer is responsible for managing the Australian Government owned and leased properties in Vientiane and supervising a small team of staff.

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

- Manage the Embassy's leased and owned properties, including contract management, complies with DFAT regulations and procedures
- Manage quality control inspections on the activities of outside contractors supplying a range of maintenance and construction services to ensure high standards of workmanship are achieved
- Prepare specifications for maintenance and minor construction works and seek competitive bids from maintenance contractors and then participate in the selection of contractors, and manage contracts
- Assist with locating and selecting properties and negotiating rent for appropriate residential housing as required and conduct negotiations for renewing existing leases
- Manage the Embassy's property budget and annual approved furniture and fitting program including processing of accounts
- Prepare and maintain records for all the properties and manage property related inventories
- Arrange delivery and removal of A-Based officer's personal effects, including preparation of all customs clearance and freight documentation
- Act as the Embassy procurement officer in accordance with the DFAT better practice purchasing guidelines

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- Arrange and assist with relevant ministries to obtain importation of vehicles and ensure that all Australian-based officers sign the diplomatic privileges undertaking and have approval to purchase and sell a vehicle
- Prepare correspondence and reports including emails and letters on routine and more complex matters
- Oversee day-to-day operations of the Property, and Security Assistant, Gardener, and Cleaners, and manage staff performance.

### **Qualifications/experience**

1. Demonstrated expertise in managing properties and assets including, contract management and negotiations
2. Proficiency with oral and written communication skills in both English and Lao
3. Ability to work effectively and manage with adaptability and responsiveness within a team environment.