

Property Officer – Islamabad, November 2015

Agency	DFAT
Position number	9012
Title	Property Officer
Classification	LE3 (Monthly salary: PKR 74,457)
Section	Property
Reports to (title)	Property Manager

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 routine direction the Property Officer provides property management services to all agencies at the Australian High Commission (AHC) in Pakistan.

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

- Engage and liaise with external and/or internal contractors to manage, coordinate and follow up on the effective maintenance of Australian-based (A-based) staff residences and chancery premises
- Promptly and accurately prepare payment documents for property related expenses and follow up with contractors where discrepancies occur or invoices are not received
- Coordinate with contractors for the maintenance, refuelling, relocation and replacement of generators
- Accurately reconcile monthly generator fuel invoices
- Coordinate property related procurement, including for white goods, furniture, fittings and generators in a transparent and ethical manner that is in accordance with the procurement policies and guidelines of the High Commission
- Assist the Community Liaison Officer with maintaining and allocating settling-in/out kits for incoming and departing A-based staff
- Accurately maintain and update the lease schedule for A-based staff residences and provide timely reminders of lease expiry dates to the Property Manager
- Assist the Property Manager with the identification of new A-based residential properties and the negotiation of lease agreements for existing and new properties
- Assist the Property Manager with processing of rentals payments
- Coordinate bottled drinking water deliveries and payments for drinking water accounts
- Assist with the annual asset stocktake and disposal of obsolete/decommissioned assets
- Accurately maintain household inventories and residential condition reports
- Accurately and promptly file all property related documentation
- Other duties as required

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Selection Criteria

- At least 2 years of professional property management experience. Sound understanding of general administrative procedures in an office environment. Experience similar to those outlined under “About the Position” will be considered an added advantage.
- Demonstrated sound judgement, professional integrity, initiative and a flexible approach to solving problems. A strong ability to work well under pressure and prioritise competing tasks to meet deadlines.
- Demonstrated interpersonal skills including strong customer services skills, and an ability to work cooperatively in a team and undertake administrative duties with limited supervision.
- Excellent oral and written communication skills in English and Urdu. An advanced ability to communicate effectively at all levels. Demonstrated high level of competency and confidence in using IT systems, including Microsoft Office programs.
- Must possess a valid driver’s licence and be contactable by phone on a 24/7 basis to assist with unforeseen and urgent property related matters.

Submitting your Application

Please download and complete the recruitment package for the Property Officer position. Your completed application package must be emailed by midnight 8 December 2015 (Pakistan Standard Time) to Jobs.AHC-Islamabad@dfat.gov.au. Please specify the job title and your name in the e-mail subject line.

Late or incomplete applications will not be considered. You do not need to include a cover letter.

Only shortlisted applicants will be contacted for interview by the Australian High Commission, Islamabad. Successful applicants will be offered a two-year contract of employment that may be extended subject to agreement between the employer and employee. A probation period applies.