



Position Description

CLASSIFICATION	LE 3
POSITION TITLE	Administration Officer
POSITION NUMBER	TBA
VACANCY TYPE	Ongoing/Non-ongoing
EMPLOYMENT TYPE	Full-time
LOCATION	Australian High Commission, Apia
REPORTS TO (TITLE)	Second Secretary and Consul

WHAT WE DO

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.

THE OPPORTUNITY

The Australian High Commission is looking for an energetic and enthusiastic person to fill a mixed duties Administration Officer position. Working under general direction of the Second Secretary and Consul, and in conjunction with the Office Manager, the role is responsible for a range of administrative and technical duties, including Finance, reception and front office duties as well as providing IT support across the High Commission.

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

- Perform the role of Cashier and Finance officer, and receipt, record and reconcile revenue and expenditure in SAP.
- Process accounts, including payment proposals in the SAP Payment Module, and create and maintain records for all accounts payable and receivable vendors.
- Undertake reception duties, monitor the switchboard, respond to general enquiries, and receive and escort visitors.
- Administer the High Commission's electronic data records management system (EDRMS) and update telephone directories, contact databases and distribution lists.
- Provide support to the Post Systems Administrator (PSA), for routine hardware and software ICT issues within the Australian High Commission.

- Provide administrative support to Officer Manager, including reception and front office duties.
- Provide a range of administrative and logistical support for official events and visits.
- Act as the back-up driver for the High Commissioner.
- Be available to work out-of-hours as directed.
- Assist with other administrative tasks for the corporate section as directed.

ESSENTIAL QUALIFICATIONS AND EXPERIENCE

- Prior experience with SAP or similar financial management systems
- Experience working in an administrative support role in the government, diplomatic missions, or private sector in Apia.
- Demonstrated ability to correctly interpret policies and guidelines and to undertake clerical duties in an office environment.
- Strong Administrative experience including excellent customer service skills.
- Ability to multitask, prioritise and manage competing priorities is essential.
- Experience in working with the Microsoft Office suite of applications, particularly MS Teams.
- Demonstrated ability to communicate clearly and concisely in written and spoken English and Samoan.
- A valid driver's licence is essential.

HOW TO APPLY

Applications should comprise of three components:

- A Curriculum Vitae outlining personal details, relevant work experience, educational qualifications, and skills (maximum two pages),
- Contact details for two referees,
- One-page pitch (up to 750 words).

Your one-page pitch (up to 750 words) is a chance to tell us why you are the right person for the job. We want to know why you want to work at the Australian High Commission, why you are interested in the role, what you can offer us, and how your skills, experience, knowledge, and qualifications are applicable to the role. In a nutshell – why should we hire you?

Applications are to be submitted via email to apia.recruitment@dfat.gov.au by **5.00pm Friday 29 November 2024**.