



AUSTRALIAN HIGH COMMISSION OTTAWA

Vacancy – Part time Administrative Assistant

Agency	Department of Foreign Affairs and Trade
Position number	Various (two)
Title	Part-time Administrative Assistant
Classification	LE3.1 - CAD \$22.61/hr
Reports to (title)	Property & Procurement Manager or Consular and Passports 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 direction of the Office Manager, the Administrative Officer is responsible for providing financial support services while assisting either the Manager: Passport/Consular or Manager: Property and Procurement.

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

- Accounts Assistant
 - Process accounts payable and accounts receivable, answering associated enquiries
 - Record accounts receivable documents and advances in SAP
 - Assist with preparation of End of Month/End of Year statements
- Provide support or back up the:
 - Manager : Consular and Passport, whose responsibilities include the provision of and provide the full range of consular and/ or passport services to Australian citizens in accordance with guidelines and relevant legislation, OR
 - Manager: Property and Procurement Services, whose responsibilities include managing the Chancery and Head of Mission Residence and overseeing the leases of all A-Based residences. This may include moving heavy items or driving
- Reception duties (on a rotational basis)
- Back-up and provide support to the alternative Administrative Assistant
- Other duties as directed

Qualifications/Experience

- Administrative and organisational skills
- Computer literacy and keyboard skills

- Strong communication and interpersonal skills
- Strong written and spoken English

How to apply

Submit an application to recruitment.northamerica@dfat.gov.au by Sunday, 17 December 2017. As part of your application you will need to provide:

- A two page CV
- A completed [LES Application Form](#) (referees should be work-related and should include at least one current or recent supervisor)

Further information and guidelines on how to prepare a written application and prepare for an interview at the Australian High Commission is available on the High Commission's website:

<http://canada.highcommission.gov.au/otwa/vacancies.html>.

What should I include in my pitch?

Your 1-2 page pitch 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, knowledge, experience and qualifications are applicable to the role. In a nutshell – why should we hire you?

Try not to duplicate information that can already be found in your resume, but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

Who to contact

For role specific information or application questions, please either:

E-mail: recruitment.northamerica@dfat.gov.au

Phone: +1 613 236 0841

Things to note

Locally Engaged Staff (LES) are expected to adhere to the LES Code of Conduct and employment principles in terms of performance and standards of behaviour.

Diversity

We are committed to building a diverse workforce and to fostering a positive workplace where people treat each other and the community with respect. Our recruitment decisions are made on the basis of merit and we do not discriminate on the basis of race, colour, sex, sexual orientation, gender identity or intersex status, age, physical or mental disability, marital status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin. Our employees enjoy equity and fairness in the workplace, opportunities for professional development, and support to balance their work and private lives.