



AUSTRALIAN HIGH COMMISSION OTTAWA

Re-Advertised: Vacancy - Property and Procurement Manager

Please note that previous applicants will be considered for the position and need not reapply. However, candidates are welcome to submit an updated application.

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| Agency | Department of Foreign Affairs and Trade |
| Title | Property and Procurement Manager |
| Position number | OTDFAT005 |
| Classification | LE4 (CAD \$49,631 - \$55,034) |
| Status | Ongoing, Full-time |
| Closing date | Friday, 29 September at 11:59PM |

What we do

The Australian High Commission in Ottawa is responsible for advancing Australia's interests in Canada. We work closely with the Australian Consulate-General in Toronto, the Australian Consulate in Vancouver and the Canadian Government and business community to promote Australia, pursue our foreign policy, trade and security interests, and support Australian businesses in Canada. The High Commission also provides consular, passport and notarial services to Australians in Eastern Canada.

Who we are

We are a motivated and professional team with a wide variety of qualifications and backgrounds. We welcome people with private-sector experience. We value people with ideas, the ability to present them persuasively, and the drive and skill to see them adopted. We take pride in our reputation for acting with integrity and discretion.

What we are trying to achieve

We have a dedicated and professional workforce. Officers are highly skilled at their work, which includes developing and implementing policy, providing professional corporate management support and delivering high quality consular and passport assistance to Australian travellers.

The opportunity

This position reports to the Second Secretary and Consul. The Property and Procurement Manager is responsible for the management of the High Commission's property portfolio, which includes managing maintenance requirements and negotiation processes.

Our ideal candidate

We are seeking an experienced Property and Procurement Manager to lead a small team that provides property support to the High Commission.

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

- Manage the chancery lease and oversee the leases of all diplomatic residences
- Maintain chancery and High Commissioner's residence, including all associated inventories
- Assist diplomatic (A-based) staff on arrival and departure with settling in and out provisions – including lease negotiation and arrival/departure kits
- Manage the property and maintenance databases, including overall quality control and follow up for any maintenance undertaken by contractors
- Ensure appropriate miscellaneous insurance coverage complies with Australian and local government requirements (property/fleet/domestic staff at officer's residences/Comcover liaison)
- Oversee management of assets including Artbank, asset checks and reporting
- Action property committee outcomes
- Arrange import approvals of Australian products for special events
- Manage post's transport and other logistics services
- Maintain contracts database and monitor all cyclical contracts, ensuring market assessments are completed and renewal contracts are competitive
- Manage and monitor post's Minor Asset Allocations (MAA) and Capital Management Plan (CMP) budgets
- Manage the Property and Procurement Assistant (part-time position)
- Act as post's sub-cashier

Eligibility and other requirements

- Demonstrated knowledge and/or experience in property management
- Knowledge/experience in procurement and budget management
- Ability to interpret policy regulations and guidelines and provide recommendations
- High-level of organisational skills, strong interpersonal and negotiation skills
- Experience in managing staff
- Fluency in written and spoken French desirable but not essential

What we offer

- A diverse and inclusive workplace and attractive remuneration package
- Exciting and fulfilling work in a diplomatic mission
- The opportunity to work with strong, smart, visionary and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions

How to apply

Submit an application to recruitment.northamerica@dfat.gov.au by Friday, 29 September at 11:59PM. 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.

The successful candidate will be required to complete a probity check prior to engagement.

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.