



Australian Government
Australian Trade Commission



DRIVER / ADMINISTRATIVE ASSISTANT JOHANNESBURG

The Australian Trade Commission – Austrade – contributes to Australia's economic prosperity by helping Australian businesses, education institutions, tourism operators, governments and citizens as they:

- develop international markets;
- win productive foreign direct investment;
- promote international education;
- strengthen Australia's tourism industry; and
- seek consular and passport services.

We achieve this by generating market information and insight, promoting Australian capabilities, developing policy, making connections through an extensive global network of contacts, leveraging the badge of government offshore and providing quality advice and services.

Specifically, we:

- Help Australian companies to grow their business in international markets, including through administration of the Export Market Development Grants (EMDG) scheme and the TradeStart program.
- Provide coordinated government assistance to attract and facilitate productive foreign direct investment (FDI) into Australia.
- Promote the Australian education sector in international markets and assist Australian education providers with market information.
- Provide advice to the Australian Government on its trade, tourism and investment policy agenda.
- Develop policy, manage programs and provide research to strengthen Australia's tourism industry and to grow Australia's tourism market share.
- Deliver Australian consular, passport and other government services in designated overseas locations.
- Manage the Building Brand Australia program to enhance awareness of contemporary Australian skills and capability and enrich Australia's global reputation.

Click [About Austrade](#) for further details.

Click for information on [Austrade's Executive](#). (An Organisation chart is at the bottom of the page)

Position Description

Title:	Driver / Administrative Assistant	Position Number:	2340
Division, Unit, Location:	International Operations, Growth & Emerging Markets, Johannesburg (South Africa)	Level:	Austrade Overseas Performance Level (AOPL) 2
Term:	Full-time, ongoing contract		
Reports to:	Office Manager, Johannesburg		
Role:	The successful applicant will be required to: <ul style="list-style-type: none">- perform driving duties- support the Office Manager provide a good level of administrative service- undertake Post security duties as required and instructed		
Duties:	<p>This position requires a self-motivated, outcomes-driven individual with a commitment to contribute and communicate as a team player.</p> <p><u>Driving:</u></p> <ul style="list-style-type: none">• Drive the Senior Trade Commissioner in Austrade's armoured vehicle as and when required.• Maintain vehicles in a clean and roadworthy condition.• Carry out minor maintenance to vehicles and conduct daily checks of oil, water and tyres etc.• Regularly inspect vehicles for minor defects and promptly report damage to the Office Manager.• Ensure all vehicle registrations and insurance are kept up to date and prepare appropriate documentations.• Deliver letters, goods, personal effects, and packages.• Participate in after hour's duties as required. <p><u>Office Administration:</u></p> <ul style="list-style-type: none">• Support the Office Manager with office administrative processes.• Ensure maintenance of professional appearance of the office.• Prepare and despatch Diplomatic Bag and manage courier services as required.• Ensure office equipment is maintained and adequate to requirements including procurement of office consumables and equipment.• Assist the Senior Trade Commissioner and Office Manager with facility management duties and client activity coordination (organisation of meetings and venues).• Ensure strong working relationship with local government and Australian agencies.• Utilise internal databases and knowledge management systems to support work practices.• Maintain Austrade standards and policies, including diversity in the workplace, ethical practice and occupational health and safety principles and compliance with audit requirements.		

Selection Criteria

The selection criteria highlight the essential components (skills, experience and qualities) that are required to perform in the role effectively.

You will be asked to respond to specific **assessment questions** through the online application form. Your answers will be used to assist the Selection Panel in assessing your application.

Your answers will form part of the overall assessment and are essential for you to demonstrate how your skills and experience support you as a suitable candidate for the role. Applicants who do not answer the online application questions as requested are unlikely to be considered for a position with Austrade.

Selection Criteria:

1. Demonstrated driving experience.
2. Demonstrated administrative and office organisational skills, including priority setting and time management.
3. Well-developed oral and written communication skills.
4. Ability to acquire knowledge of and adhere to relevant security policies, procedures and contingency plans.
5. Ability to detect, recognise and report security issues and to suggest appropriate solutions and approaches.
6. Aptitude to deliver a high level of client service with discretion, tact and diplomacy.
7. Ability to work both independently and in a small team including the ability to exercise sound judgement and work flexible hours.
8. Sound level of judgement, numeracy and attention to detail in a compliance environment.
9. High level of computer literacy.

Assessment

Applications will be assessed by a Selection Panel and a shortlist established for interview. Once interviews are held an offer will be made to the applicant considered as most suitable for the role (anticipated within 6 – 8 weeks of the closing date for applications).

Unsuccessful applicants who have been invited to an interview will be advised by email.

General Information

Employment terms

A full-time, ongoing contract is offered for this position.

This is a locally engaged position governed by Austrade's Overseas Engaged Employee terms and conditions and labour law of South Africa.

Salary

This position is at Austrade Overseas Performance Level (AOPL) 2.

AOPL2 commencement salary is ZAR 155,386 per annum (gross), including a 13th monthly salary payable at Christmas.

Salary advancement to Standard Salary level (ZAR 172,652 gross per annum) can be approved after six months of service, subject to a positive performance appraisal.

Mandatory Requirements:

- Education:
 - Relevant educational qualification and/or work experience.
- Language Proficiency:
 - Applicants must be fluent both in written and spoken English. Shortlisted applicants may be first tested by telephone prior to Austrade committing to interview.
- Residency and Work Permit:
 - Applicants must hold proof of rights of residency and employment in South Africa.
- Driver's Licence:
 - A valid South African driver's licence and a clean driving record are required for this position.
- Applicants must reside within 25 km of the Austrade office located in Sandton business district.
- Ability to utilise computer based systems to support work practices, including delivery of client services.
- Applicants must consent to Austrade's security background checking process to secure the required level of security clearance, including local police and criminal records check.

Equal Employment Opportunity

Austrade offers equal employment opportunity conditions.

Background information

Austrade encourages applicants to visit our website www.austrade.gov.au to obtain background information about Austrade, its role as the Australian Government's trade and investment promotion agency and its services to business.

Contacts

For assistance with the online recruitment system contact recruitment@austrade.gov.au.

Australian Trade Commission in Johannesburg will not accept phone calls or email inquiries regarding the application process. Only candidates who complete their application in Austrade's online recruitment system will be considered.

How to Apply

Access the application form online - Applications are to be lodged via Austrade's on line recruitment system via <http://www.austrade.gov.au/DriverAdminJoburg>.

Once you have registered, confirming that you meet the requirements for the position, and entered the application form you will be asked to provide some information.

Applicant Details - Introductory section containing your contact information.

Employment History - When completing the most recent employment details please note that you should provide only a brief statement as to the employer's industry and your duties. The amount of text entered will be limited by the system. The form does not require information about other (previous) employers. This should be included in your resume.

Education and Languages - Again please be brief and only include relevant qualifications. The amount of text you can enter will be limited by the system. Further information can be provided as part of your resume.

Assessment Questions - Your responses will assist the selection panel in assessing your claims against the selection criteria. Please provide sufficient detail about your level of experience, skills and knowledge in your response by giving examples from your past experience (education, voluntary or in work) demonstrating how you successfully carried out a similar task or responsibility.

Please be brief and limit your responses to approximately 200 words.

Caution! It is advisable to produce your selection response in a word document first to ensure that you don't lose work if the online system "times out" whilst you are responding.

Reference Details - Please include details of two referees we may contact for a reference.

Attach your resume - Once you have completed the required form fields please ensure that you attach your resume. You may also attach two additional documents if you wish.

Assessment

Applicants should note that Austrade uses a variety of assessment methods including interactive group exercises, written exercises and skill testing as well as telephone, video conference and formal panel interviews.

IMPORTANT:

Applications Close at 11:30pm on Wednesday, 29 July 2015 (South African Time)

Also please note

- Austrade's online recruitment system automatically locks-out applicant access at the advertised Job Close time and date.
- Applicants should download all information prior to the position closing. Once the vacancy has closed for applications, you will not be able to access the information.

