**Australian High Commission, South Africa**

**Vacancy – Security and Property Manager**

The Australian High Commission in Pretoria invites applicants to apply for a locally engaged Security and Property Manager for the Department of Foreign Affairs and Trade.

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**

The Security and Property Manager in consultation with the SAO is responsible for the effective management of the High Commission and Staff Residential property portfolio ensuring compliance with departmental guidelines and legislative requirements. The position will undertake complex work, under limited direction, and with the opportunity for reasonable autonomy and accountability. The role takes initiative and exercises judgement in applying security-related practices and procedures. This position requires a good communicator who can develop and maintain relationships with a broad set of internal and external stakeholders and possesses self-awareness and commitment to personal development, in addition to well-developed communication, negotiation, representation, liaison and leadership skills.

Depending on your position, you may be required to undergo additional security and background checks and undertake specific Child Protection e-learning.

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

- Provide high level and strategic advice to post management on property, procurement and security resources to support post objectives.
- Provide property procurement advice and manage key contracts and tender processes. Negotiate service contracts at competitive terms on the High Commission's behalf, ensuring transparency for audit purposes.
- Manage, lead and negotiate with South African landlords to secure rental agreements for Australian diplomats, meeting value-for-money requirements. Liaise with landlords on maintenance and repair matters in the interests of health and safety regulations in accordance with applicable regulations.
- Manage and maintain all leased property records and update all property acquisitions and leases in the appropriate databases.
- Develop and implement a facility management program including preventative maintenance and life-cycle requirements.
- Develop and implement security policy, plans and procedures based on risk management principles and departmental standards for the protection of people, information, property and assets and provide high level advice and support to all stakeholders for the delivery and

management of effective security arrangements that are the basis of a strong security culture.

- Develop, recommend and implement improvements to security systems and processes, procure and manage relevant security contracts (including but not limited to guarding and electronic security services).
- Monitor the South African local security environment and undertake formal inspections of offices/posts to evaluate the effectiveness of security arrangements, including physical and protective security and provide high level recommendations and strategic advice to senior management on security risk assessments and the implementation of appropriate risk treatments.
- Manage and support contingency planning, including the management of the Emergency Radio Network.
- Manage the security and property budgets, monitor and report on expenditure in accordance with departmental guidelines.
- Establish, develop and maintain strong strategic working relationships with a range of key internal and external stakeholders including local authorities and partner agencies.
- Manage and lead a small team by establishing work priorities, monitor performance, provide regular feedback and identify learning opportunities for team members.

**Qualifications/Experience**

- At least seven (7) years' experience dealing with property matters including maintenance and lease issues
- Demonstrated successful management of security protocols and procedures within a High Commission/organisation
- Strong interpersonal skills and the ability to establish and maintain effective stakeholder relationships
- High level written and oral communication skills in English
- Proficiency in Microsoft Office and familiarity with an accounting-based software, ideally SAP (desirable)
- Demonstrated strong initiative, time management, organisational skills, good judgement, flexibility and resourcefulness
- Experience in managing a small team
- Demonstrated ability in solving problems by providing effective working solutions to colleagues and managers

**Package and remuneration**

The successful applicant will be employed at the Locally Engaged LE5 salary level range of ZAR **637 560.00 – 745 836.00** per annum and in accordance with the LES Terms and Conditions 2021.

**Application Guidelines**

To apply for the Security and Property Manager position, **you will need to address the key responsibilities and qualifications/experience in a 500-word pitch**. The panel will not assess responses that exceed the word limit. Drawing on your prior experience, please provide **examples** of where you have demonstrated the required competencies or transferable skills.

You will also need to upload your **curriculum vitae (CV, no more than two pages)** outlining your professional and academic background. Your CV should include the names and contact details of **two professional referees** who can validate and support your application.

**Applications that do not include a CV and/or address the key responsibilities and qualifications/experience will not be considered.**

Applicants are required to hold South African citizenship, permanent residency, or the requisite work permit for South Africa.

Only shortlisted candidates will be contacted for an interview. If you have not received any communication from the Human Resources Section of the Australian High Commission within four weeks after the close of applications, please consider your application unsuccessful. Thank you for your understanding and interest in working at the Australian High Commission in Pretoria.

Applications must be submitted through the Australian High Commissions' official link: Department of Foreign Affairs and Trade – Security and Property Manager PN: PRET6375 – LE5 – by **11.30 pm Pretoria time on 11 November 2026**