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|  | AUSTRALIAN HIGH COMMISSIONDHAKA |

**VACANCY NOTIFICATION**

**AUSTRALIAN HIGH COMMISSION, DHAKA**

LANA & Property/Asset Officer

The Australian High Commission is seeking applications for the position of LAN Administrator & Property/Asset Officer. The position is available ASAP and after an initial trial period, will be offered for a 2 year contract. A competitive salary package, monthly Tk 59,773.00 (negotiable) is offered including participation in a performance management and bonus scheme.

A merit selection process will be undertaken to fill the vacancy. The duty statement for the vacancy is attached. Appropriately qualified applicants should provide a recent photograph, a curriculum vitae, a one page statement addressing the selection criteria and two referee names that can be contacted if short listed for interview.

Selection Criteria:

* University qualifications in an appropriate field
* Excellent communication skills both written and spoken English in particular, to deliver IT services to all stakeholders of the mission.
* Ability to set priorities and meet deadlines
* Enthusiastic self-starter with strong interpersonal and communications skills –demonstrate initiative, adaptability and the ability to work flexibly, both in a small team and individually
* Should have the capability to perform well under pressure.
* Basic knowledge in accounting

Written applications should be submitted to reach the Australian High Commission by close of business (4 pm) on Saturday 17 August 2013.

Applications should be delivered to the: **Corporate Services Officer**

**Australian High Commission**

 **184 Gulshan Avenue**

 **Gulshan-2, Dhaka- 1212**

or emailed to: ahc.dhaka@dfat.gov.au, please type the position title in the subject line

Only short-listed applicants will be called for interview.

**AUSTRALIAN HIGH COMMISSION, DHAKA**

# **DUTY STATEMENT**

**Position No.** 5494 **Classification** BB 3.1

**Location** Consular & Admin **Supervisor** First Secretary (C&A)

**Designation** LANA & Property/Asset Officer

**DUTIES:**

**IT & Technological Duties**

1. LAN Administration:

* Overall responsibility as Systems Manager of post’s LAN and other non-secure office systems, including IT and Communication policy advice to senior post management;
* Supervise or do the maintenance and installation of all computer-related hardware and software and respond to requests for additional needs;
* Coordinate staff computer-based training and provide in-house training to the IT users, and
* Overall responsibility of procuring IT equipment’s from local market and Canberra.
1. Maintain and update Mission’s Internet website and publish vacancy announcement on the job search engine.
2. Maintain AHC contact database management system.
3. Manage the PABX and mobile phone communications, including any hardware upgrades.
4. Manage official mobile phones, payments & cost recovery
5. Maintain voice net reporting

**Property Related Duties**

1. Budget Management: In accordance with budget principles manage the post’s:
* Property budgets;
* Capital purchase program, in accordance with the Capital Management Plan. This includes budget planning, monitoring and acquisition and disposal arrangements.
1. Property Management: Responsible for the DFAT property program; this includes property planning, budgeting, acquisitions and maintenance:
* Maintain and ensure inventory checks are done for all property items for the Chancery, Residences, Staff Quarters and the Australian High Commission Recreation Centre (AHCRC);
* Coordinate disposal of all types of property items;
* Liaise with Facilities Manager, UGPS and the service centre of UGPS for all types of maintenance jobs for the Chancery, the residential compound, the leased houses, and the Australian High Commission Recreation Centre (AHCRC);
* Liaise with local contractors for property-related jobs including repairs, maintenance, and new contracts; and
* Assistance with property programs of other agencies in accordance with the Service Level Agreement/MOU covering management services.

**General Admin Duties**

1. Relief Cashier in absence of the cashier, process payments in SAP.
2. Assist First Secretary (Consular & Admin) with a range of administrative duties, as required.
3. Procurement