



Australian Consulate-General
Surabaya, Indonesia

Corporate Services Manager (DFAT, Australian Consulate-General Surabaya)

Position Reference: SBYA01

Level 5: IDR 14,185,887 per month

Department of Foreign Affairs and Trade, Australia Consulate-General Surabaya

Ongoing, Full-time

Reports to: Senior Management

The opportunity

The Australian Consulate-General in Surabaya is looking for a dynamic Corporate Services Manager to manage and coordinate the day-to-day operations of the office. The ideal candidate will have previous working experience in office management related roles and knowledge and understanding of financial and administrative processes. You will be able to work autonomously and comfortable being independent and taking initiative. You will also be responsible for developing highly effective working relationships with key stakeholders and Indonesian government counterparts. You will have high-attention to detail and have strong organisational and problem-solving skills including ability to exercise discretion. In return you will become part of a supportive team environment that encourages high performance and professional development.

Our ideal candidate

We are looking for the ideal candidate that possesses the required qualification and skills specified in the attached position description.

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. We seek greater diversity in our workforce.

What we offer

- A diverse and inclusive workplace and attractive remuneration package
- Exciting and fulfilling work at the heart of Australia and Indonesian bilateral relations
- 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 directed to Tanya Mahindria, Recruitment Officer, jakartajobapplications@dfat.gov.au with subject: **Surabaya – CSM** by no later than **Sunday, 18 February 2018**. As part of your application you will need to provide:

- A Curriculum Vitae of no more than two pages.
- A completed [Application Form](#) (available at Australian Embassy website) which includes a 1 page essay of no more than 1,000 words telling us how your skills, experience and qualifications makes you the best candidate for this opportunity. Incomplete Application Forms will not progress to the next stage.

Tell us why you are the right person for the job. We want to know why you want to work at the Australian Consulate-General Surabaya, 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 short – 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

All queries relating to job applications should be directed to Tanya Mahindria, Recruitment Officer via email jakartajobapplications@dfat.gov.au

No phone enquiries will be taken and only short-listed applicants will be notified.

Things to note

Australian Consulate-General Surabaya employees are expected to adhere to the Locally-engaged Staff Code of Conduct and employment principles in terms of performance and standards of behaviour.

Advancing the interests of Australia and Australians internationally

Position Description – Surabaya Post, July 2017

Agency	Department of Foreign Affairs and Trade
Position number	SBYA01
Title	Corporate Services Manager
Classification	LE5
Section	Surabaya Consulate-General
Reports to	Senior Management

About the Australian Government's 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

This position provides a broad range of administrative services including human resource, property, security and protocol services. In managing the administrative functions, the position works closely with the Consulate's service delivery hub, provides advice to management on administrative matters and has supervisory responsibilities.

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

- Plan and monitor the post's budget and draft financial analysis reports
- Manage the provision of human resource services for Consulate staff
- Oversee property management for the Chancery and official residences including building maintenance and management of the post asset register
- Complete workplace health and safety (WHS) risk assessment activities and make recommendations for compliance with regulations
- Manage the Consulate's security services including liaising with local authorities, monitoring and providing feedback on the performance of contracted security guards, and providing advice to the HOP on emerging security risks
- Liaise with local authorities and provide advice on protocol matters
- Oversee the management of post's official vehicle fleet
- Assist with program preparation and provide logistical support for visiting officials

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- Manage general administration including the coordination of all correspondence, filing, equipment and supplies
 - Perform Local Area Network Administrator (LANA) duties
 - Provide backup support during periods of absence

Qualifications/Experience

- Administration Management experience
- Strong interpersonal skills and the ability to establish and maintain effective stakeholder relationships
- High level of proficiency (oral and written) in English
- Demonstrated ability to work independently and ability to work within a small team
- Ability to prioritise and meet tight deadlines
- Strong capacity to exercise discretion and judgement
- Knowledge of Microsoft Office software applications