

LES Position Description

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	PPDFAT05
POSITION TITLE	Driver and Admin Assistant
CLASSIFICATION	LE1
SECTION	Corporate
REPORTS TO (TITLE)	Senior Operations Manager (SOM)

About 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

Under the direction of the SOM, the Driver and Administrative Assistant will provide a safe, reliable and timely transport for staff and visitors within Phnom Penh and the surrounding areas. The Driver and Admin Assistant will also make deliveries and collections as well as perform routine administrative activities.

Key responsibilities of the position include but are not limited to:

- Operate official vehicles on roster, after hours, on special occasions and public holidays as required
- Drive Australian Embassy staff, visitors and officials between locations and assist with luggage
- Maintain up to date and accurate vehicle records including travel/logbooks, and petrol purchases
- Perform routine daily checks of official vehicles (e.g. water levels, battery, tyres and oil)
- Inform the Senior Operations Manager when service/maintenance work is required
- Wash and clean vehicles and keep vehicles tidy on an ongoing basis
- Ensure that vehicles, keys and equipment are kept in secure location
- Distribute and deliver mail, collect mail from agencies within the Embassy and dispatch to Canberra via Diplomatic Bag including assisting with airport courier duties
- Perform general office duties such as photocopying, binding, mailing, and use computer skills to respond to emails and tasking from the Senior Operations Manager and/or the Security and Property Admin Officer

Required Qualifications/Experience

- The occupant of this position must hold a valid driving licence with a proven safe driving record
- Extensive knowledge of road/traffic systems in Phnom Penh and provinces and ability to read google maps
- Language skills in Khmer and English.