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| **Agency** | Australian Office, Taipei |
| **Position number** | TP015 |
| **Title** | Property Officer |
| **Classification** | LE4 |
| **Section** | Consular and Administrative Section |
| **Reports to (title)** | Deputy Office Manager |

**About the position**

The Property Officer is responsible for a range of facilities related tasks including locating and securing appropriate properties, and manages the residential furniture and fittings program, including procurement, inventory maintenance and disposal. The position also arranges the clearance and delivery of shipments including officer’s effects and other official consignments and provides support for Australian Office events and priorities.

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

1. Manage all leased residential accommodation, including negotiation with lessors, drafting of new lease documents, physical security maintenance in accordance with departmental guidelines.
2. Prepare residential inspection reports and A-based officer undertakings in accordance with departmental guidelines.

* Manage all repairs and maintenance work for residential properties, including remedial action on the Compliance Reports. Prepare disposal inspection reports and arrange/supervise disposal of items by tender, sale or destruction for non-IT/office equipment.
* Arrange the removal and storage of AO non-IT/office equipment.
* Maintain the post’s Capital Management Plan (CMP) for non-IT/office equipment, including the post’s rolling Furniture and Fittings replacement program.
* Maintain inventories of non-IT/office equipment and manage the schedule for settling in kits.
* Prepare procurement/property related documents for payment including preparing end of month (EOM) prepayment reports in accordance with departmental guidelines.
* Manage property procurement and manage key contracts and tender processes. Negotiate service contracts are competitive terms, ensuring transparency for audit purposes.
* Arrange removal and delivery of personal and household effects for staff; liaise with the local representative of the moving company.
* Arrange clearance of all office consignments through MOFA, including preparation of necessary documentation. Assist with A-based officer arrival and departure formalities as required.
* Perform other duties and back up the Deputy Officer Manager on Property and IT issues.
* Support broader post priorities, as directed, including through the provision of administrative tasks and events support for public diplomacy activities and other Australian Office events.

**Qualifications/Experience**

* Fluency in written and spoken Mandarin and English, including an ability to translate documents.
* Thorough knowledge of SAP, Microsoft Windows and Office applications, in particular Outlook, Excel and Word.
* Advanced negotiation skills and problem solving ability.
* Demonstrated strong organisational skills and ability to manage priorities and handle multiple tasks.
* Good IT skills.
* Excellent client service skills including well developed communication and liaison skills.
* Knowledge of local policy and regulation on importation, exports and duty free vehicle purchases and registration would be an advantage.
* Ability to contribute effectively as a member of a small team, including the ability to work with minimum supervision and maintain confidentiality.