



## LES Position Description

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	NU0002
POSITION TITLE	Administrative Support Officer
CLASSIFICATION	LE3
SALARY RANGE	\$18,595.00 - \$20,133.00
SECTION	Corporate
REPORTS TO (TITLE)	Senior Administrative Officer

### About the Department of Foreign Affairs and Trade (DFAT)

DFAT's role 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 development 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 general supervision, the Administrative Support Officer performs various tasks. These include administrative, finance, property, and logistics duties at the Australian High Commission (AHC). This role also supports the Consular Team, which provides passport and consular services to Australians.

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

- Providing administrative support to the Corporate Team, including drafting correspondence, data entry, filing, and other activities as required, to ensure office procedures are followed and documentation is up to date and secure.
- Assisting in the management of assets, inventories, office supplies, and stationery.
- Managing a comprehensive calendar of meetings, events, official visits, staff movements, and key financial activities.
- Providing support for visitors from Australia, including arranging appointments, accommodation, and transport.
- Assisting the Accounts Officer in preparing payment documentation, end-of-month processes, and entering financial data into the Australian Department of Foreign Affairs and Trade's SAP system, while ensuring the correct retention of financial records. This support also involves handling petty cash tasks.
- Keeping the vehicle fleet and running sheets up to date, so the Accounts Officer can action cost recoveries, and handling all vehicle repairs and replacements.
- Coordinate and supervise maintenance of all Australian High Commission properties.
- Assisting with the provision of consular and passport services, including completing passport applications and issuing services for Australian citizens.

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- Undertaking protocol functions, including preparing Third Person Notes for diplomatic flight clearances and official visa applications.
  - Undertaking procurement ensuring compliance with relevant policies and legislation.

#### **Qualifications/Experience**

- Proven work experience in administrative or office/project support roles.
- Knowledge, or ability to quickly acquire knowledge, of Australian Government financial and procurement policies.
- High degree of competence in using Microsoft Excel and other Office applications (experience with SAP would be an advantage).
- Ability to manage competing priorities, exercise discretion and judgment, solve problems and take initiative.
- Strong communication skills and excellent attention to detail.
- Fluency in written and spoken English and Nauruan.
- Clean and current Nauru driver's licence and willingness to drive High Commission vehicles as required.