



Applications are invited for a **Property Services Coordinator** in the Department of Foreign Affairs and Trade of the Australian Embassy in Manila.

Copies of the job descriptions and selection criteria can be found in [www.australia.com.ph/about us/vacancies](http://www.australia.com.ph/about_us/vacancies) . The successful candidate will be entitled to a monthly salary of PhP 36,949.37, with entitlement to leave, performance bonus, comprehensive health insurance and other conditions as per the locally engaged staff conditions of service. The position is offered initially for a three month probationary period.

Interested parties should submit a written application setting out clearly the claims against each of the selection criteria together with a resume', transcript of records with names of two referees and their contact details. Applications that do not address each of the selection criteria will not be considered. All applications should be forwarded on or before 27 June 2008 to e-mail address manila.recruitment@dfat.gov.au

The selection process will be strictly merit-based. Both internal and external applications will be considered.



Position: Property Services Coordinator

Level: BB 3A

I. Purpose of the Job: Effective client service and coordination of works in the Property Services section

II. Specific Duties and Responsibilities:

- Assist the Property Manager in the delivery of services to officers' residences, through effective coordination with contractors, suppliers and supervision of maintenance staff; Ensure repair and maintenance work schedules and deadlines are met
- Oversee projects relating to aesthetic and functional improvement of officers' residences
- Provide full range of administrative support including in the areas of records management, assistance in contract negotiation / review and report writing
- Develop and foster good relationships with clients and suppliers; Handle enquiries and complaints in a manner that will maintain good working relationship with clients and suppliers and will be mutually beneficial to both the client and the Embassy
- Ensure that all queries and requests from clients are properly addressed in order to maintain a high level of service
- Other duties as required

III. Selection Criteria:

- Above average tertiary qualifications, preferably with at least 5 years relevant experience
- Demonstrated supervisory and project management skills
- Excellent command of written and spoken English
- Proficiency in MS Word, Excel, Power Point
- Demonstrated strong coordination skills
- A high level of interpersonal skills and demonstrated ability to foster and develop an effective network of contacts in government and private sectors
- Demonstrated high level of professionalism and strong client service skills
- Can work well under pressure and with minimal supervision
- High sense of initiative and willing to work irregular hours when necessary
- Knowledge or experience in property / maintenance management desirable

IV. Working Condition:

- Office environment and field work as necessary