

## Property Manager – Corporate Section – Yangon

<b>AGENCY</b>	Department of Foreign Affairs and Trade
<b>POSITION TITLE</b>	Property Manager - PN6441
<b>CLASSIFICATION</b>	LE4 Ongoing
<b>SECTION</b>	Corporate Section
<b>REPORTS TO</b>	Second Secretary and Consul

### 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 section

The DFAT Consular and Administration section is responsible for managing the Embassy's operations and supporting both locally-engaged and Australia-based (A-based) staff. Individual teams within the section include finance, property, human resources, IT, transport and security. Together, these teams provide a wide range of services to other Australian government agencies at the Embassy through a formal Head Agreement arrangement. The consular team operates a passport counter on behalf of the Australian Passports Office and has the important task of providing consular services to Australian citizens in Myanmar. The Consular and Administration section is headed by the Counsellor & Consul General who reports directly to the Ambassador.

### About the position

Under direction from the Second Secretary & Consul, the Property Manager is responsible for the management and implementation of the Embassy's office and residential property program.

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

- Assist with the management of the Australian Government owned and leased properties in Yangon, including providing quality control inspections on the activities of outside contractors supplying a range of maintenance and construction services.
- Ensure high standards of workmanship are achieved including compliance with Australian Standards and Occupational Health and Safety practices.
- Prepare specifications for maintenance and minor construction works and seek competitive bids from maintenance contractors and then participate in the selection of contractors.
- Serve as liaison between Australian based staff and landlords on property leasing issues and contractors providing services at residences.
- Manage the Embassy's furniture and fittings maintenance and replacement program and assist with the procurement within the approved budget.
- Co-ordinate and assist with Air Conditioning, Generator servicing and Fumigation programs at Australian Government leased properties.
- Assist with the selection and negotiation of residential properties, as required. Manage negotiation and renewal of existing leases.

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- Assist in preparing, implementing and monitoring of the Asset Management Plan.
  - Develop a network of contacts within Myanmar government authorities, other embassies, NGOs and key businesses to facilitate effective implementation of the mission's property and administration objectives.

**Required Qualifications/Experience/Knowledge/Skills:**

- A very high level of written and spoken English and Myanmar language skills.
- Demonstrated operational work experience and / or relevant University degree or lower qualifications in relevant aspects of the position.
- Strong interpersonal and communications skills, including an ability to work productively as part of a team and to be able to consult with internal and external stakeholders.
- Ability to interpret and explain relevant policies and procedures and provide advice and assistance as needed.
- Proficiency in Microsoft Excel up to an intermediate level and a working knowledge of the other Microsoft Office suite of products.
- Sound judgement, discretion and confidentiality, with fluency in both spoken and written English.
- Strong organisational, project planning and priority setting skills.
- At least five years proven experience and demonstrated ability in the areas of Administration.
- Valid Myanmar drivers' licence.