



## LES Position Description

<b>AGENCY</b>	Department of Foreign Affairs and Trade
<b>POSITION TITLE</b>	Corporate Services Officer (Casual)
<b>CLASSIFICATION</b>	LE3
<b>SECTION</b>	Consular and Management
<b>REPORTS TO (TITLE)</b>	Office Manager
<b>HOULY SALARY</b>	HKD182.45 plus a loading in lieu of allowances and benefits under T&C
<b>STATUS</b>	Casual (non-ongoing 1 year period, working one day a week – typically Tuesday)

### 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

The Corporate Services Officer is part of the Consular and Management section and responsible for overseas travel arrangements and incoming visitor accommodation and transport arrangements. The Corporate Services Officer also provides support in maintaining HR records for LES and all protocol issues in relation to A-based arrivals, departures and relocations. The incumbent also calculates and processes medical reimbursements for A-based officers.

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

- Prepare forms and process payments for travel, property, HR and public diplomacy-related spending, including maintaining accurate records and issuing documents in accordance with established guidelines.
- Arrange post travel, including bookings, travel allowances and acquittals, in accordance with established guidelines.
- Provide travel and visit support to official delegations including hotel and facilities reservations, liaise with hotel and protocol officers, request airport VIP room bookings etc. Develop and maintain database of consular rates and contacts of local hotels.
- Provide protocol assistance, coordinate consular exemption status, endorsement, consular identity cards, re-entry visas and airport permits. Liaison with other consulates in arranging business/tourism visas for A-based officers.
- Assist in arrival and departure routines of LES and A-based staff and updating all contact lists.
- Assist in maintaining the Consulate's Human Resource Management Information System (IPL) to ensure accurate input of personnel records, leave and attendance.
- Assist with other HR functions, including recruitment, contract management, maintaining personnel records, LES flex time sheets, performance management records and LES learning and development plans.

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- Perform administrative and other duties as directed, including function support or event coordination and act as back-up Cashier and cheque signing officer as required.

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

- Effective organisational, communication and interpersonal skills.
- Ability to quickly understand and implement Australian Government and departmental financial regulations, guidelines, policies and procedures.
- Ability to contribute effectively as a member of a team, including proven initiative, cooperation, flexibility and reliability.
- Competency in various computer applications, knowledge of SAP is an advantage.
- Fluency in English and Cantonese with business level spoken Mandarin is preferable.

Prospective applicants also need to demonstrate that they are eligible to work in Hong Kong by meeting the local citizenship/permanent resident requirements or being in a position to obtain a work visa.