



AUSTRALIAN EMBASSY

Job Vacancy – Property Officer

The Australian Embassy in Amman is seeking an energetic, pro-active and service-focussed person to work in the Embassy's property section, to commence as soon as possible.

Duties:

- Manage and supervise maintenance works of contractors to ensure the maintenance has been carried out and fully completed
- Correspond with landlords, contractors and Australian -based staff with regard to outstanding maintenance issues required for residential properties.
- Prepare all documentations related to leased residential inspection, repairs and maintenance of residential properties including procurement of contractors, document preparation and invoice reviewing in accordance with applicable government regulations
- Understand work health and safety standards and requirements to apply these standards to residential properties
- Develop and maintain a data base of appropriate maintenance contractors and suppliers
- Provide a detailed residential reports to Australian -based including information on property operational and functional equipment and services
- Create and maintain a prevention cyclical maintenance schedule to ensure that maintenance activities are planned and undertaken in an efficient and effective manner to meet set deadlines
- Coordinate and supervise the Maintenance Officer work
- Participate in the afterhours on call roster when required
- Ability to identify problems and carry out minor maintenance when required

Selection Criteria:

The successful candidate will demonstrate:

1. Excellent spoken and written proficiency in both English and Arabic
2. Bachelor degree in Business with a minimum of 3 years' experience and knowledge of office and residential property
3. A strong organizational ability, including the management of competing responsibilities, and the ability to meet deadlines under pressure
4. A high level of flexibility and responsibility, and the ability to work effectively as a team member

Salary will be based on skills and experience. All new staff are employed on a fixed term contract basis, and will be initially engaged for a three month probationary period.

Applications must include: (1) a statement which explains how you meet the above selection criteria, (2) a short resume, and (3) the contact details of at least two work referees. Please forward applications no later than **COB 22 April 2017** to:

Job Vacancy – Property Officer
Australian Embassy
PO Box 35201 – Amman 11180
Fax: 580 7001
E-mail: amman.applications@dfat.gov.au

Incomplete or late applications will not be accepted. Any enquiries should be directed to the above email address.

The Australian Government is an equal opportunity employer.