



AUSTRALIAN CONSULATE-GENERAL
HONG KONG
澳洲駐香港總領事館

Agency	Department of Foreign Affairs and Trade
Position number	5604
Title	Assistant to the Consul-General
Classification	LE3
Section	Consul-General
Reports to (title)	Consul-General
Monthly Salary	HKD23,799
Status	12-month non-ongoing contract

The Australian Consulate-General, Hong Kong is seeking applications from suitably qualified persons for its locally engaged Assistant to Consul-General position. Benefits such as medical insurance, Chinese New Year Bonus, paid annual leave, flexible working hours and other staff entitlements in accordance with the Australian Consulate-General's Locally Engaged Staff Terms and Conditions of Employment will be offered to the successful candidate. Applications are due by **18 December 2018**.

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

Under direction, the Assistant provides high level administrative support to the Consul-General and other senior staff in the Consulate, and assists with organising and hosting events at the Residence.

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

- Work closely with the Administrative Assistant (Visits Liaison Officer)
- Oversee the day-to-day administrative arrangements of the Consul-General's office
- Manage the Consul-General and Deputy Consul General's schedule of appointments, including diary management, preparing forward programs and maintaining records of the Consul-General's activities
- Arrange the Consul-General's official travel, including flight and hotel bookings, preparation of movement requisitions and acquittals
- Coordinate transport requirements with Consul-General's Driver
- Maintain and update contacts database for the Consulate-General
- Liaise and develop productive working relationships with a range of stakeholders, including government and corporate contacts on administrative and operational matters

- Assist on all protocol issues with Hong Kong and Macau Governments
- Maintain Consul-General and Deputy Consul-General's representation records for official hospitality, including collection of receipts, maintenance of records and preparation of quarterly representation returns
- Maintain records of official gifts presented to the Consul-General, including costing and preparation of Gift Declarations
- Provide logistical and administrative support for a range of visits and events

Qualifications/Experience

- Previous experience providing high-level support to senior management, and strong office management skills
- High level written and oral English, Cantonese and Mandarin communication skills
- Strong organisational skills, including an ability to handle and prioritise multiple tasks whilst maintaining attention to detail
- Excellent time management skills
- Strong client liaison and administration skills
- Australian security clearance desirable, but not necessary

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.