



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

Agency	Department of Foreign Affairs and Trade
Position number	5597
Title	Driver
Classification	LE2
Section	Consular & Administrative
Reports to (title)	Human Resources Manager
Monthly Salary	HKD19,118
Status	One-year full-time contract

The Australian Consulate-General, Hong Kong is seeking applications from suitably qualified persons for its locally engaged Driver 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 **14 December 2018**.

About the Department of Foreign Affairs and Trade (DFAT)

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 close direction, the Driver is responsible for operating DFAT vehicles in a safe manner to transport DFAT staff and visitors to and from locations across Hong Kong. The role also undertakes general administrative duties in the office.

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

- Provide driving services to a range of staff and visitors, including the Consul-General
- Provide advice to post management on transport arrangements for meetings, events and visits, including in the preparation of transport plans and driving routes
- Maintain official vehicles and arrange servicing, maintenance, repairs, cleaning refuelling, insurance and registration
- Maintain the vehicle record running sheets for assigned vehicles, petrol consumption, service records and necessary amenities and equipment

- Liaise with internal and external stakeholders, respond to routine transport enquiries, and obtain and provide information on routine transport matters
- Perform a wide range of messaging tasks, and deliver supplies and materials
- Process incoming and outgoing mail, and maintain accurate postage records for the recovery of mail costs
- Provide administrative support as directed including shredding, disposal, photocopying, filing and electronic processing of paper records
- Assist the Property Section to check and deliver settling-in kits, maintain accurate inventories and recommend purchase of replacement items
- Carry out minor office maintenance jobs and keep the storeroom clean and tidy
- Provide logistical support for visits and events, including assisting with function set up
- Sort and pack passport dossiers for return to Canberra by airfreight bag

Qualifications/Experience

- Current Hong Kong driving licence with a proven safe driving record, and at least a two-year clean Driving-offence Points record
- At least five years' experience driving for business purposes
- Good knowledge of Hong Kong traffic regulations and road conditions
- Experience in general administrative duties and document processing, including demonstrated organisational skills and a focus on attention to detail and accuracy
- A professional demeanour, tact and courtesy
- Good oral and written communication skills in English and Cantonese, and an ability to interact appropriately with staff, VIPs and local authorities
- Ability to work as a team member
- Basic knowledge of IT systems and equipment, including Word, Excel and Outlook

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.