



## Australian High Commission Fiji

### Property Assistant and Driver, LE2 Non-ongoing (fixed term until 31 December 2019)

The Australian High Commission is seeking a suitably qualified and experienced property assistant who also has an ability to undertake driver duties. The successful applicant will have proven administration and organisational skills, a safe driver history and experience in property work. He/she will also have good written and oral communication skills, be able to manage a busy workload, display sound judgement and is able to follow established practices and procedures.

Under routine direction, the Property Assistant and Driver will assist in the delivery of a range of administrative functions, including driving, to support the Corporate Section of the Australian High Commission.

The Application Form and The Candidate Pack including the Position Description are available at [www.fiji.embassy.gov.au](http://www.fiji.embassy.gov.au). Applications including a **One Page Pitch** (enter this into the Application Form) must be submitted by **4:00pm on Monday 26 March 2018**, to [ahcsuvavacancy@dfat.gov.au](mailto:ahcsuvavacancy@dfat.gov.au)

For further enquiries please call 3382211.

Late applications and those that do not include the One Page Pitch will not be considered.

**Please Note:** Applicants must be eligible to work in Fiji by virtue of citizenship or relevant work permit.