



Australian High Commission Fiji

Property Officer LE3

The Australian High Commission is seeking a suitably qualified and experienced property officer to assist with the coordination, management and implementation of the AHC property program. The successful applicant will have proven administration and organisational skills, a safe driving 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 Officer will assist in the delivery of a range of administrative functions, including preparation of documentation for the engagement of suppliers, oversight and follow-up of works, processing related payments and liaison with Australia-Based (A-Based) on maintenance issues.

The Application Form and The Candidate Pack including the Position Description are available at 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 02 August 2021**, to 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.