## 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 direction of the Senior Administrative Officer,the Property Officer/Local Area Network Administrator (LANA) is responsible for property-related matters and providing LANA services for the Embassy. The position involves undertaking procurement, effecting required documentation, and liaison with stakeholders. It is a busy position and requires well-developed organisational skills and attention to detail. The position is part of the Corporate Team and will assist the Team in wider duties when the need arises.

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

* In consultation with the Senior Administrative Officer, manage property-related matters for the Embassy and diplomat residences, including coordinating building maintenance and repairs, lease negotiations and service provider contracts, and drafting lease agreements.
* Manage the Embassy’s perimeter and grounds, including provision of physical security and gardening.
* Prepare documentation in accordance with Australian government procurement policy and provide information to Post Management relating to finance and procurement activities.
* Coordinate and liaise with the Senior Facilities Manager to maintain the Embassy compound as a safe and presentable workplace.
* Build rapport and maintain relationships with stakeholders, including partner agencies, contractors, and suppliers.
* Provide timely advice and recommendations on property matters to Post Management.
* Undertake LANA duties, including proactive maintenance of the Embassy’s software and hardware.
* Provide back-up support to the Corporate Team.

**Qualifications/Experience**

* At least two years of property or project management experience
* Demonstrated experience with financial and procurement management, including an understanding of accountability and ethical decision-making principles
* Work experience with or demonstrated aptitude for Information and Communications Technology (ICT) management
* Effective interpersonal and communications skills
* Superior organisational skills, particularly the ability to prioritise to meet deadlines
* Willingness to assist others in the team
* Fluency in English and Portuguese
* A valid Brazilian driver’s license and a responsible driving record