

# OFFICE MANAGER

## LOCATION: YANGON (MYANMAR)

### INFORMATION PACK

**Position Number:** 4559

**Classification:** Austrade Overseas Performance Level 2

**Salary:** Range from US\$11,220 to \$13,200 p.a.(gross)

**Term:** Ongoing Engagement

**Group:** Asian Markets

**Division:** International Operations

**Reports to:** Senior Trade Commissioner, Yangon

**Location:** Yangon, Myanmar

**Security Clearance:** Entry Level

### ABOUT AUSTRADE

The Australian Trade and Investment Commission (Austrade) contributes to Australia's economic prosperity by helping Australian businesses, education institutions, tourism operators, governments and citizens as they:

- > develop international markets and promote international education;
- > win productive foreign direct investment;
- > strengthen Australia's tourism industry; and
- > seek consular and passport services.

To read more about Austrade, please click [here](#) and for more on the Executive Group please click [here](#).

### THE ROLE

This position, located at the Austrade office, Australian Embassy in Yangon, provides accounting and administrative support to the Senior Trade Commissioner and the Austrade team in Yangon.

In this role, you will:

#### **Provide administrative assistance to the Senior Trade Commissioner including:**

- > Plan, organise and coordinate daily diary including travel arrangements, meetings and other events as directed by the Senior Trade Commissioner.
- > Handle and maintain highly confidential and sensitive information in a professional manner.
- > Provide assistance to the Senior Trade Commissioner on monthly payments and management of the budget.
- > Perform administrative tasks assigned by the Senior Trade Commissioner.
- > Prepare regular management reports.

**Provide administrative support to Austrade team in Yangon including:**

- > Assist in answering the general enquiries phone line for the Yangon office and receive visitors.
- > Prepare and maintain procurement records and payments for the office.
- > Liaise with Department of Foreign Affairs & Trade (DFAT) accounts team for any tax refunds or shared service payments.
- > Manage the bank account including preparing monthly bank reconciliation.
- > Complete month end and year end accounting duties and budgeting activities as required by Corporate Finance.
- > Maintain HR files and documentation in accordance with policy and respond to information requests from Corporate HR.
- > Provide advice and updates to Yangon staff on budget position and administrative processes.
- > Train staff in any new corporate requirements.
- > Support the office: order office supplies, maintain office equipment, develop relationships with local vendors and service providers and assist in maintaining a safe, professional workplace environment.
- > Work with the Austrade Office Manager network and in particular with the Senior Office Manager Hong Kong to meet work task requirements and deadlines.
- > Assist Yangon team with ad hoc logistical matters, travel planning, costing and procurement projects as required.
- > Support the IT manager and office users with IT trouble shooting and over-sight.

**Other duties:**

- > Contribute to knowledge creation within Austrade, by adopting information practices, sharing knowledge and information and by embracing best practice and development opportunities.
- > Work collaboratively within the Austrade network to contribute to service delivery and achieve desired outcomes, while upholding the Australian Public Service (APS) Values, Employment Principles and Code of Conduct and Work Health & Safety (WHS) principles.
- > Conduct annual self-development activities to further develop career path opportunities.

**WHAT WE ARE LOOKING FOR**

Given the nature of what we do, we thrive when our teams are made up of people from different backgrounds, cultures, genders, education, training, interests and skills. There are particular aspects we will consider when looking for a successful candidate for this role, namely:

1. Minimum 3 to 5 years' experience as an office manager or administrative assistant, preferably with multinational companies or foreign government organisations. Accounting and procurement experience will be highly regarded.

2. Strong communication skills in English both oral and written. This includes the ability to liaise with both internal and external parties as well as experience in preparation of presentations, correspondence and consolidation of procurement requests.
3. Strong interpersonal skills, a professional approach to work and an ability to deliver excellent customer service.
4. Demonstrated organisational skills including the ability to work under pressure, pay attention to details, and manage a range of priorities to meet competing deadlines.
5. Sound judgement with the ability to maintain a high level of confidentiality and exercise tact and discretion in diverse situations.
6. Ability to work independently and as part of a team.

## ELIGIBILITY

To be eligible to apply, you must have:

- > Tertiary qualification in accounting, finance, administration or related discipline.
- > Minimum 3 or 5 years' experience in administrative, accounting and office management, preferably in an international environment or Australian/other government organisation.
- > Fluency in both written and spoken English and Myanmar language.
- > The right to live and legally work in Myanmar currently. (Austrade will not be able to provide any sponsorship letter nor be directly involved in the work visa application process.)

## GENERAL INFORMATION

This is a locally-engaged position governed by Myanmar labour law and Austrade's Overseas Engaged Employees Terms and Conditions of Employment Myanmar.

Austrade offers medical benefits for all staff and their immediate family, subject to conditions.

An offer of employment is subject to Austrade's pre-employment screening including security assessment. Applicants must consent to Austrade's pre-employment background checking process to a level appropriate to the access required to fulfil the obligations of this position.

Please note that this position will be filled locally, under local employment conditions. Austrade does not provide travel assistance to take up the position.

Austrade offers equal employment opportunity conditions.

Applications will be assessed by a Selection Panel and a shortlist established for interview. Once interviews are held, an offer will be made to the applicant considered as most suitable for the role (generally within 6 to 8 weeks of the closing date for applications).

Unsuccessful applicants will be advised by email.

## APPLICATION

Access the application form online at via [www.austrade.gov.au/OM-Yangon](http://www.austrade.gov.au/OM-Yangon).

Your application should outline how your experiences and capabilities are applicable to the role and how this position aligns with your career goals. You will be asked to respond to specific **Selection Criteria** in the online application form.

It is essential to respond to each criterion, by providing sufficient detail:

- > about your level of experience;
- > about your skills and knowledge; and
- > by giving examples from your past experience (education, voluntary or in work) demonstrating how you successfully carried out a similar task or responsibility.

As part of your application you will also need to provide:

- > Current resume; and
- > Contact details of 3 referees. Two of your listed referees will be either a current or previous supervisor and/or manager that has worked with you and can provide direct relevant knowledge of your skills, knowledge and/or experience, and performance.

Australian Trade and Investment Commission in Yangon will not accept phone calls or email inquiries regarding the application process. Only candidates who complete their application in Austrade's online recruitment system will be considered.

For technical assistance with the online recruitment system, please contact [recruitment@austrade.gov.au](mailto:recruitment@austrade.gov.au).

## CLOSING DATE

Applications close on Sunday, **19 MARCH 2017** at 5:00 pm Yangon time.

