

OFFICE DRIVER

AUSTRADE OVERSEAS PERFORMANCE LEVEL 1

INFORMATION PACK

Position Number: 3097

Classification (AOPL): AOPL1

Salary: USD7,821 to USD9,201 per annum

Term: 3-year fixed term, renewable by mutual agreement

Group: International Operations

Division: Asia

Reports to: Trade Commissioner & Officer Manager

Location: Hanoi, Vietnam

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
- › seek consular and passport services

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

DUTIES

Provide a high standard of logistics and transport support to Austrade Hanoi office. Core duties include driving, creating transport schedules and providing admin assistance to the Trade Commissioner and Office Manager:

General driving duties

- Strong driving skills – safe, smooth driving style; capable of driving long distances
- Strong planning skills, flexible to change
- Driver shall follow the traffic law and ensure to deliver customers to the right place at right time. Be able to work at a very short notice



Care of vehicles

- Keeping the vehicles clean and serviceable
- Ensuring the vehicles are always presentable
- Daily check of tyre pressure, hydraulic fluid, oil, battery level and fuel
- Identifying any defects as early as possible and to keep any potential risk to a minimal level. Report any fault or damage immediately to the Transport Manager
- Ensure vehicle maintenance, servicing and insurance renewal is done as necessary

Admin Duties

- Assist in supporting Austrade's events, filing & admin support
- Deliver and collect mail and parcels to the necessary government offices and transport hubs.
- Go to post office, train station/airport to deliver/pick up bags or parcels

WHAT WE ARE LOOKING FOR

MANDATORY

- Driver must have a valid driver's licence
- Be familiar with various destinations including Vietnamese government, companies, airport, hotels, banks etc.
- Have a broad knowledge of travel routes, road conditions throughout Hanoi.
- Ability to learn and improve
- Strong communication skills
- Basic English language, particularly spoken English.

APPLICATION

Your application should outline how your skills, experience and qualifications make you a strong candidate for this role, by framing your response around the skills and abilities identified under "What we are looking for" above. Please limit your response to 800 words. As part of your application you will also need to provide:

- > Current resume
- > Contact details of three referees.

Applications in English or Vietnamese language will be accepted via Austrade's email address recruitment.vietnam@austrade.gov.au with subject of "Apply for Austrade Hanoi Office Driver Vacancy" by **6:30 pm Hanoi time) 21 September 2017**

The Australian Trade and Investment Commission in Hanoi will not accept phone calls or email inquiries regarding the application process. Only candidates who complete and email their application will be considered.



ELIGIBILITY

To be eligible to apply you must have:

- › **Work Authorisation** - To be eligible for employment with Austrade Hanoi, applicants must be legally authorized to work in Vietnam
- › **Security Clearance** - The successful applicant must be willing to undergo Austrade's pre-engagement assessment process and be willing to undergo security clearance to the level of Overseas Engaged Employee Security Clearance as a condition of employment.

GENERAL INFORMATION

Referee checks

A referee check will be used as part of the assessment method. Your two of the three listed referees will be either a current or previous supervisor and/or manager that has worked with you for at least three months and can provide direct relevant knowledge of your skills, knowledge and/or experience, and performance. Referees may be asked to verify or comment on claims made by the applicant in the application or at interview. The referee reports may be provided to the Austrade Vetting Team for the pre-engagement assessment process.

Selection notification

Successful candidates will be notified via phone where a verbal offer will be made. Unsuccessful interviewees will be notified via phone and/or email. Due to limited resources and a high number of applications across all roles we are not able to provide individual feedback for applicants who are not selected for interview.

Equal Employment Opportunity

Austrade offers equal employment opportunity conditions and is a gold member of the Australian Network on Disability.



Australian Government

Australian Trade and Investment Commission

