



RESIDENTIAL HOUSING COORDINATOR

The U.S. Consulate General in Sydney is seeking an individual for the position of Residential Housing Coordinator in the General Services Section

Salary: A\$60,779 p.a. + superannuation benefits
Hours: 40hrs/week, Monday to Friday.

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item

1. Completion of Year 12 or High School diploma is required.
2. Two years experience working in real estate/property management, including the leasing of rental properties and the management and maintenance of a number of rental properties on behalf of the owner is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. A detailed knowledge of NSW leasing and tenancy laws, customs and practices is required.
5. Must be extremely well organized and possess a demonstrable high level written communication skills, especially in the preparation of leases.
6. A current driver's license which enables you to drive in New South Wales is required.

For further information please refer to the [duties and responsibilities statement.](#)

Forward letter, response to the selection criteria and resume to the Human Resources Office, U.S. Consulate General Sydney, MLC Centre, 59th Floor, 19-29 Martin Place, Sydney NSW 2000 by **JUNE 3, 2010**

Hand-delivered applications cannot be accepted.
Offers of employment are subject to medical and security clearances.

Note: Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

POSITION TITLE: RESIDENTIAL HOUSING COORDINATOR	POSITION GRADE LE-7 (STARTING SALARY A\$60,779/USD\$97,351)
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DUTIES AND RESPONSIBILITIES

Basic Function of the Position

Under the supervision of the General Services Officer, this position is responsible for the management of post's residential housing program. This position is the primary point of contact on housing, coordinating all issues with GSO, landlords and USG occupants. Conducts surveys to identify suitable housing and ensures that all residences conform to Department of State standards. Responsible for record keeping on the program, processing leasing agreements and in concert with the Maintenance/Inventory Clerk, supervises the maintenance and repair of short-term leased (STL) housing in cases where ultimate responsibility lies with the landlord. Assists GSO personnel with identifying appropriate furnishings and/or equipment needs. Manages the commercial leases of the office Consulate Office Building, including the car park spaces.

Major Duties and Responsibilities

Maintains contacts with local realtors and conducts annual market survey of housing to develop housing profiles, establish rental ceilings, and document conditions related to the availability and cost of suitable housing. Consults transfer arrival and departure lists and corresponds with recently assigned employees to determine housing preferences and considers this information to recommend appropriate assignments. Inspects potential housing and coordinates with the FSNI to arrange for a security survey and proposes assignments to the inter-agency housing board (IAHB) on available housing based upon regulatory guidelines and individual requirements. Provides administrative support to the IAHB; preparing documentation, arranging housing viewing times, scheduling IAHB meeting when required and taking minutes for distribution to members. Using standard lease forms, guidance in 6FAM700, and the instructions of the General Services Officer, negotiates a lease with the landlord or realty agent, producing a final document for Management Officer approval.

Conducts make-ready inspections of all USG STL residences, and potentially any government owned residences besides the CGR, before occupancy, which includes but not limited to ensuring units are clean and appropriately furnished; conducting residential property condition reports and/or assessment of condition

of all furnishings and appliances; recommending repairs, replacement, etc. of existing furnishings and appliances and follows up to ensure that the requested work is done properly. Arranges the connection and termination of utilities and municipal services. The position is responsible for the updating and distribution of housing publications including the Post Housing Handbook, monthly housing newsletter, housing welcome packs, housing master key list, USG and STL contact lists and other housing information.

Inspects all residential property after pack-out but before departure of occupant and reports on condition of property and furnishings; assesses damages, if any. Arranges temporary accommodation for arriving and departing employees as required. Upon dropping of property from the housing pool, coordinates the removal of all USG furnishings and appliances, and oversees the return of property to original condition as requested before turnover to landlord. Assists in coordinating the issuance and delivery of welcome kits to all USG employees upon arrival and departure.

Provides backup duties to the Maintenance/Work Order Supervisor and other duties as required.

Relief Reception

Serves as one of several alternate receptionists for the Consulate, when principal receptionists are on leave, directing visitors to the proper sections and/or persons and handling all incoming calls and distribution of incoming mail.

Selection Criteria

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Yr 12 or High School diploma is required.
2. Two years experience working in real estate/property management, including the leasing of rental properties and the management and maintenance of a number of rental properties on behalf of the owner is required.
3. Level 4 (Fluent) Speaking/Reading English is required. This will be tested.
4. A detailed knowledge of NSW leasing and tenancy laws, customs and practices is required.
5. Must be extremely well organized and possess a demonstrable high level written communication skills, especially in the preparation of leases.
6. A current driver's license which enables you to drive in New South Wales is required.

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS WITH 12 MONTHS VALIDITY TO BE ELIGIBLE FOR CONSIDERATION

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (SF-171 or OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612; plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
U.S. Consulate General Sydney
MLC Centre
59th Floor, 19 – 29 Martin Place
SYDNEY NSW 2000

THE DEADLINE FOR APPLICATIONS IS JUNE 3, 2010

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.