



OFFICE MANAGEMENT COORDINATOR

The U.S. Consulate in Sydney is seeking an individual for the position of Office Management Coordinator in the U.S. Commercial Office.

Salary: A\$71,819 p.a
Hours: Full time 40hours/week

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

1. A university degree in Business, Commerce, Communications or Arts is required.
2. Three years executive office experience is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Thorough working knowledge of modern office procedures and familiarity with IT equipment and IT trouble-shooting is required.
5. Demonstrated interpersonal skills including courteous telephone and reception manner; ability to think quickly and to speak in a convincing manner; a keen sense of confidentiality.
6. Must be familiar with host country business organizations.

For further information and the selection criteria please refer to the ***duties and responsibilities statement***.

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 or via email to: usaembrhro@state.gov by **AUGUST 13, 2013**

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: OFFICE MANAGEMENT COORDINATOR	POSITION GRADE LE-8 (STARTING SALARY A\$71,819)
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DUTIES AND RESPONSIBILITIES

Basic Function of the Position

Incumbent serves as Office Manager / IT Systems Administrator / Intern Program Manager / Trade Events Coordinator and Webmaster for offices in Sydney, Perth, Canberra and Wellington.

- a. Includes developing and implementing new methods for the ongoing management and coordination of all administrative support functions required for all of the section's internal operations and fulfilling external requirements of USDOC, the Embassy, other Consulate sections, AmCham and business organizations.
- b. Serves as Senior Commercial Officer's Executive Assistant, answering telephone inquiries, establishing and maintaining schedules and calendars, finalizing and transmitting written and electronic materials and documents; organizes and maintains filing system, and prepares voucher documents Coordinates with FCS Perth, Canberra Wellington, Embassy and other Consulate elements, and AmCham on joint arrangements.
- c. Maintains and monitors CS Sydney computer system and Internet communications; including the Client Management System, E-menu, BuyUSA, CS Australia and New Zealand websites, and social media. Provides advice and assistance to other FSNs on procedural requirements, contact techniques, established and new administrative processes which requires knowledge of ten different in-house computer systems.

Major Duties and Responsibilities

Administrative duties: for the Senior Commercial Officer (SCO) and CS Australia – typing of correspondence, answering telephone, scheduling of appointments, travel arrangements and completing all related travel forms, preparing outreach materials, submitting E-services requests, maintaining Time and Attendance Reports for LES and two American officers, preparing/approving Country Clearance requests, replying to general routine inquiries and distributing industry-specific inquiries to appropriate Commercial Specialist; budget submission for, and preparation of, staff travel orders and liaising with TMC to develop itineraries within government regulations, etc.

Management Duties: Organizing and maintaining Commercial Section's files, assisting other Commercial staff members in trade event activities; coordinates the editing of the Country Commercial Guide; maintains CS Australia Activity Calendar, and coordinates Weekly Activity Report. Acts as the initial point of contact on the CS

website for all CS Australia services. Coordinator of CS Sydney internship program for approximately six intern candidates a year. Organises Student Briefing with local universities, and introduces speakers to the group. Maintain inventory listing of office equipment/furniture and liaise with USDOC and GSO regarding inventory and warehousing. Review ICASS invoices and advise SCO on ICASS billing for CS Australia and New Zealand.

Systems Administrator for CS Sydney: Responsible for changing back-up tapes on a daily bases and reporting of any problems or abnormalities to the Office of the Chief Information Officer (OCIO), Washington and rectifying problems as per OCIO instructions. CS Australia and New Zealand Webmaster: Responsible for maintaining, updating and promoting CS services, activities and market research on-line for CS Australia and CS New Zealand.

SELECTION CRITERIA

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

1. A university degree in Business, Commerce, Communications or Arts is required.
2. Three years executive office experience is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Thorough working knowledge of modern office procedures and familiarity with IT equipment and IT trouble-shooting is required.
5. Demonstrated interpersonal skills including courteous telephone and reception manner; ability to think quickly and to speak in a convincing manner; a keen sense of confidentiality.
6. Must be familiar with host country business organizations.

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 for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix below); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

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

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Regional Human Resources Office
American Embassy
Moonah Place
YARRALUMLA ACT 2600

or via email to: usaembrhro@state.gov

THE DEADLINE FOR APPLICATIONS IS AUGUST 13, 2013

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.

APPENDIX

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References