



AUSTRALIAN EMBASSY

Job Vacancy – Property / Administration Officer

The Australian Embassy in Amman is seeking a pro-active and service-focussed person to assist in management of Embassy property and to perform other administrative duties, to commence as soon as possible.

The successful candidate will need to meet the following job requirements:

1. Excellent spoken and written proficiency in both English and Arabic
2. Good knowledge and experience of office and residential property management
3. Well developed client service skills, strong organisational ability, especially the ability to manage simultaneous responsibilities and meet deadlines under pressure
4. High level of flexibility, responsibility and to work effectively as a team member

Salary will be based on skills and experience. All new staff are employed on a fixed term contract basis, and will be initially engaged for a three month probationary period.

Applications should include: (1) a two page statement which explains how you meet the above requirements (2) a short resume (3) the contact details of at least two work referees. Please forward applications no later than **7 July 2011** to:

Job Vacancy – Property Accounts Position
Australian Embassy
PO Box 35201 – Amman 11180
Fax: 580 7001
e-mail: amman.austremb@dfat.gov.au

Telephone enquiries, incomplete or late applications will not be accepted.