



## AUSTRALIAN CONSULATE-GENERAL Shanghai

### TEMPORARY POSITIONS

The Department of Foreign Affairs and Trade (DFAT) section of the Australian Consulate-General Shanghai is seeking applicants to fill the below two temporary positions:

- **HR and Property Assistant (LE3)**

Indicative Contract Period: December 2016 – December 2017

- **Cashier and Travel Assistant (LE3)**

Indicative Contract Period: October 2016 – October 2017

The above positions are open to Chinese and Australian nationals. The successful applicants will be recruited on a fix term contract of approximately one year and are subject to a probationary period.

The remuneration for these positions will be CNY 106,124 per annum plus the employer's social security contributions (where the successful candidates are Australian nationals, they will receive an allowance equivalent to the employer's social security contributions)

Your application, written in English, must include:

- a 1-2 page pitch of no more than 750 words telling us how your skills, experience and qualifications makes you the best candidate for this opportunity
- curriculum vitae; and
- contact details for two work-related referees
- please indicate if you wish to be considered for both positions or if you are applying for one of the roles

Applications should be emailed to [acgshanghai.recruitment@dfat.gov.au](mailto:acgshanghai.recruitment@dfat.gov.au).

Enquiries, including about conditions of service, should be directed to Ms Teresa Dai on +86 21 2215 5262.

The closing date for applications is **Wednesday 5 October 2016**. Please consider your application unsuccessful if you have not received any contact from the Consulate by 31 October 2016.

#### What should I include in my pitch?

- Your 1-2 page pitch is a chance to tell us why you are the right person for the job. We want to know why you want to work at the Australian Consulate General, why you are interested in the role, what you can offer us, and how your skills, knowledge, experience and qualifications are applicable to the role. In a nutshell – why should we hire you?
- Try not to duplicate information that can already be found in your resume, but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.



## AUSTRALIAN CONSULATE-GENERAL Shanghai

<b>Agency</b>	Department of Foreign Affairs and Trade
<b>Position number</b>	SH017
<b>Title</b>	HR & Property Assistant
<b>Classification</b>	LE3
<b>Section</b>	Administration
<b>Reports to (title)</b>	Office Manager

### About the position

The HR & Property Assistant provides support and assistance to administer the Consulate's human resources processes for Chinese, expatriate and diplomatic staff as well as assist with property and administration.

The key responsibilities of the position include, but are not limited to:

- Process personnel functions such as salary, leave, pay slips, welfare and personnel records for all employees including the calculation of expatriate superannuation contributions.
- Assist with the preparation of visa/diplomatic IDs, long term airport passes and drivers' licenses.
- Maintain personnel records of staff using the Human Resource Management Information System and provide monthly reports (including IPL and Peoplesoft).
- Respond to enquiries relating to staff leave.
- Assist with recruitment processes and maintain the temporary employment register.
- Prepare welcome packs and other information sheets for new arrivals.
- Coordinate administrative functions including assisting in HR/property related tasks required by Canberra.
- Assist in the administration of Consulate vehicles and manage the access to the Consulate storage.
- Provide backup to Personnel Officer and Property Officer as required.
- Act as the post vendor creator in the financial management system (SAP).
- Undertake records management in accordance with Departmental policies.

### What we are looking for

- Demonstrated skills and experience in HR/administration.
- Client services skills, including an ability to solve problems and to achieve results.
- Strong interpersonal and communications skills, including an ability to work productively as part of a team.
- Computer skills, including working knowledge of Microsoft Word and Microsoft Excel.
- Flexibility and adaptability, especially when implementing change.
- English and Mandarin language skills.



## **AUSTRALIAN CONSULATE-GENERAL Shanghai**

<b>Agency</b>	Department of Foreign Affairs and Trade
<b>Position number</b>	SH016
<b>Title</b>	Cashier and Travel Assistant
<b>Classification</b>	LE3
<b>Section</b>	Finance
<b>Reports to (title)</b>	Accountant

### **About the position**

Under direction of the Accountant, the position undertakes the role of Cashier and processes arrangements and calculations for staff travel.

The key responsibilities of the position include, but are not limited to:

- Perform the duties of the Consulate's Cashier.
- Receive all public money (cash payment) taken by the Consulate-General, issue official receipts and deposit monies into the official bank account.
- Process travel, financial and other requests.
- Prepare basic documentation on financial matters.
- Maintain the Consulate's stationery, office equipment and other supplies.
- Calculate and pay travel allowances, reimbursements and other payments made to staff.

### **What we are looking for**

- Demonstrated basic finance skills.
- Client services skills, including an ability to solve problems and to achieve results.
- Interpersonal and communications skills, including an ability to work productively as part of a team.
- Computer skills, including working knowledge of Microsoft Word and Microsoft Excel.
- English and Mandarin language skills.