Position Description

Position Title	Team Administrator (Property)
Post	Port Moresby
Category	Locally Engaged Staff
Reports to	Administration Manager
Last Review Date	
Delegations	

About the Post

The Post represents the New Zealand Government to the highest standards of professional excellence in diplomacy, trade negotiations, international development and consular services. This is done by building connections with the host Country and accredited countries where required, that enables the New Zealand Government to achieve more than they could alone.

The Post takes a distinctively New Zealand approach, reflecting New Zealand's diversity and heritage. Our values are professionalism, leadership, respect, collaboration and innovation.

About the Position

The Team Administrator (Property) is responsible for providing general administration support with a particular emphasis on property and facilities management to help ensure the efficient and smooth running of the office.

Relationships

The position is required to build and maintain the following relationships:

Internal (within Post and MFAT)
- Head of Mission / Post
- Other seconded staff
- Administration Manager
- Information Technology (key staff)

External (outside Post and MFAT)
- Local Foreign Ministry
- Administrators in other key diplomatic missions
- Other New Zealand Agencies
- Local utility providers
- Local contracts (e.g. stationery supplies, function supplies)
- Local security companies
- Property and facilities management providers
- Contractors and suppliers

Key accountabilities

The position has the following key accountabilities:

Property

- In consultation with relevant staff carry out weekly inspections of

the Official Residence and Chancery buildings and grounds to identify maintenance requirements, and report to Administration Manager

- Carry out quarterly inspections of Staff Quarters at the Official Residence and Chancery, and report to Administration Manager
- Coordinate regularly scheduled checks and services of Offical Residence and Chancery premises, such as quarterly pest control treatments of Official Residence and Chancery premises, monthly servicing of airconditioning units etc.
- At the direction of the Adminstration Manager, obtain quotes for furniture, equipment, and office supplies.
- At the direction of the Administration Manager procure items as directed and ensure appropriate accounting processes are followed
- At the direction of the Adminstration Manager arrange for the disposal of furniture, equipment, and vehicles
- Where required, arrange access to property and supervise outsource provider representatives undertaking maintenance and inspections of property
- Where a major property project is scheduled, at the direction of the Administration Manager collate and provide relevant local information
- Support the preparation of the property and facilities management components of the Post budget ensuring routine and specific maintenance is budgeted for
- Support the management of property and facilities management contracts by ensuring accurate contract documentation is maintained, approved invoicing and payment procedures are followed, costs incurred are within budget and regular review meetings are held
- Ensure

Administration

- Assist with simple verbal and written translation between English and the local language
- Undertake relief reception duties as required
- Undertake general administration
- Undertake quarterly stocktake of Post alcohol with Team Administrator (Finance) for New Zealand audit purposes
- Issue departmental purchase orders
- Maintain departmental purchase order inventory
- Assist the Administration Manager when required with IT issues
- Manage the CCTV system at Post

Vehicles

- Primary responsibility for all staff transport requirements
- Undertake monthly audit of Post vehicle running sheets
- Manage and maintain the Post vehicles and ensure vehicles are available when required
- In consultation with Post drivers ensure coordination of regular servicing of Post vehicles
- In consultation with Post drivers ensure six monthly issue of

safety stickers and yearly registration of Post vehicles

Security

Manage Post security processes, ensuring appropriate protocols are followed at all times, including:

- At the direction of the Administration Manager, ensure chancery and seconded staff accommodation is adequately protected
- Working with the event organiser, where appropriate, ensure provision for protective security for New Zealand and local VIPs at Post events
- Working with the event organiser, where appropriate, arrange transport for staff to and from events.
- Maintain a visitor register
- Be familiar with the Post Security Instructions and adhere to these at all times

Organisational Responsibilities

- Ensure all Ministry policies and procedures are adhered to.
- Be aware of and adhere to the Health and Safety policies and procedures
- Contribute to Post-wide projects and emergency response situations

Knowledge Management

- Contribute to the continuous development of the Post's knowledge base by using the Post's internal systems, sharing information and data with relevant internal stakeholders

Other

- Undertake driving duties as required.
- Back up for Team Administrator (Finance)
- Duties as required by Administration Manager

Qualifications, skills and experience

You must have the following qualifications, skills and experience:

- One to two year's experience in an administration role
- Experience in providing support to property and facilities management services
- Numeracy skills
- Strong understanding of IT systems – both hardware and software especially Microsoft Office applications and document backup and security
- Excellent written and oral communication skills (in both English and local language)
- Attention to detail and thoroughness in following through tasks
- Demonstrated ability to build and maintain effective relationships and working within a team
- Highly competent in Microsoft Office suite
- Well-developed planning and organisational skills, including ability

to prioritise tasks effectively and work under pressure

- Strong customer focus, with the ability to communicate effectively with a diverse range of people
- Possess a strong achievement/delivery focus – sets high standards including accuracy and attention to detail
- Ability to work autonomously and within guidelines, demonstrating the use of sound judgement
- Demonstrated commitment to continuous improvement, including adaptability and openness to change
- Ability to anticipate issues and problems and think of creative solutions
- Displays personal integrity and an honest and ethical approach
- Hold a current, clean driver's licence and be able to drive Post vehicles (as required) safely in local conditions

Additional comments

- The job holder is expected to perform such other duties as can reasonably be regarded as incidental to the position description and such other duties reasonably within their experience and capabilities as may be required from time to time.