# **Position Description**

Position Title Administrative Assistant / Driver

Post Brasilia

**Category** Locally Engaged Staff

**Reports to** Administration Manager

Last Review Date

Nov 2013

**Delegations** 

The position will be provided with a credit card with a limit of BRL 1,000 to cover vehicle costs e.g. petrol and other miscellaneous purchases.

## **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 that enable the New Zealand Government to achieve more than it 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 Administrative Assistant / Driver is responsible for supporting the efficient and effective administrative operation of the Post by providing property preventive and reactive maintenance assistance, corporate financial and bank operations assistance, chancery courier and postage, administrative support to staff and pool vehicles driving and maintenance making sure they are insured, always clean and in good running condition.

#### Relationships

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

Internal (within Post)

- Head of Mission / Post.
- Other seconded staff and Locally Engaged Staff (residence cleaner and gardener).
- Administration Manager.
- Executive Assistant.

## External (outside Post)

- Local utility providers.
- Embassy Bank provider.
- Local contractors (e.g. stationery suppliers, bank suppliers, maintenance suppliers).
- Local security companies.
- Ministry appointed property providers and owners.
- Ministers and officials.
- Local Ministry of Foreign Affairs (e.g. Itamaraty).
- Car repair/trades people.
- Service company representatives.

#### At other Embassies like staff.

# Key accountabilities

#### Administration

- Enter/load bank payments into Ministry Financial Management system for Administration Manager review and Head of Mission approval.
- Organised and timely filing of administrative hard copies into correct cabinets and folders.
- Support the Administration Manager with the "petty cash" management.
- Carry out HOM and other post staff transport requirements. Undertake monthly audit of post vehicle running sheets.
- As directed by the Administration Manager and the Executive Assistant, assist with the arrangements and organisation of functions, including venues, catering and associated agendas.
- Maintain stationery supplies and inventory up to date.
- Maintain office supplies available to staff.
- Manage the delivery of urgent and other hand delivery mail items including weekly courier diplomatic bag (inward/outward) and other courier services as required including the preparation of required documentation.
- Collect and deliver office mail, documents and other items as and when required in a timely manner.
- Collect mail as/when required.
- Liaise with Ministry of Foreign Affairs (Itamaraty) on services requests follow up, delivery and pick up of documentation.
- Undertake banking duties as directed by Administration Manager (deposits, payments, services request to the bank, etc).
- As directed by Administration Manager, obtain customs clearance and import tax exemption for all diplomatic consignments, goods and duty free entitlements, including personal household effects of seconded staff. Assist with completing of all forms for general importation/clearance and arrangements for delivery of consignments. Advise on packing and uplifting procedures for personal and official effects.
- As directed by the Administration Manager, assist and liaise with DETRAN and DENATRAN (local land transport organisations) regarding registration and selling of official vehicles. Responsible for import tax exemption, renewal of road taxes, car insurances and staff driving licences (if applicable). Assist Seconded Staff in the purchase of a private motor vehicle under diplomatic privilege.

# Property Assistance

- Where directed by the Administration Manager, arrange access to property and supervise outsource provider representatives undertaking maintenance and inspections of property.
- Where directed by the Administration Manager assist with quotes for furniture, equipment and office supplies.
- Where directed by the Administration Manager assist with the disposal of furniture, equipment and vehicles.
- Provide oversight for packaging works of art, ICT equipments to be returned to Wellington or unpacking received items from Wellington and to be displayed/available at the Chancery or Residence.
- Assist Administration Manager with all other property work as required and maintain preventive services list up to date.

• Keep proactive and regular close contact with the seconded staff and spouses/partners, as well as the residence cleaner and the gardener for the properties maintenance and work requests.

## Driving

- Regularly check the driving schedules and liaise regularly with the Administration Manager regarding the driving requirements for the post.
- When required and approved by the Administration Manager, provide safe and punctual driving services to all passengers, including assisting with luggage etc.
- Be familiar with the best routes to and from destinations, including to airports, and be able and prepared to alter driving routes when traffic/weather conditions warrant.
- Provide directions and driving routes to other staff when they are self driving to engagements.
- Complete vehicle running sheets for each vehicle used, and maintain adequate stock of vehicle running sheets in the vehicle.
- Undertake messenger and delivery services as required.

#### Vehicle Maintenance

- Maintain the post's vehicle(s) to a high standard, ensuring they are clean and safe to drive at all times.
- Carry out regular maintenance checks on vehicles.
- Arrange for regular servicing of vehicles in accordance with each car factory requirments at a time that does not conflict with post needs.
- Ensure all vehicles have adequate fuel at all times.
- Prepare all cars for seasonal driving conditions (e.g. raining season, etc).
- Assist in the repair, purchase or sale of official vehicles.

# Vehicle Administration

- Maintain the register of official vehicles/registration plates.
- Assist the Administration Manager with the registration and deregistration of official and personal vehicles.
- Manage the provision, and maintain a register for official/seconded staff vehicles.
- Advise seconded staff on official procedures for purchase and disposal of personal vehicles.

#### Organisational Responsibilities

- Ensure all 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.
- Ensure availability through a cell phone at all times while on duty.
- Maintain and enhance good and proactive relationship with the rest of the administration team and other Embassy colleagues.

#### **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 staff.

## Security

 Be familiar with the Post Security Instructions and adhere to these at all times.

#### Other

• Undertake additional duties and after hours duties as required.

# Qualifications, skills and experience

You must have the following qualifications, skills and experience:

- Solid knowledge and experience of office work and administrative activities.
- Sound knowledge of local governmental and administrative systems, customs and practices.
- Demonstrated ability to contribute to and work within a team.
- Written and oral communication skills (fluency in Portuguese, with effective work level proficiency in English).
- Demonstrated ability to build and maintain effective relationships
- Strong customer focus, with the ability to communicate effectively with a diverse range of people.
- Well-developed organisational skills and the ability to prioritise tasks effectively (time management) and work under pressure.
- Strong customer focus, with the ability to communicate effectively with a range of people.
- 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.
- Competent in Microsoft Office suite.
- Hold a current, clean driver's licence and be able to drive post vehicles safely in local conditions.
- Previous professional driving experience is an advantage.
- Good knowledge and experience of basic car maintenance.

# Additional Comments

- Ability to obtain and maintain appropriate security clearances.
- The job holder is expected to perform such other duties as can reasonably be regarded as incidental to the position description.
- The job holder may be required to carry out on-call duties.