

## LES Position Description

<b>AGENCY</b>	Department of Foreign Affairs and Trade
<b>POSITION NUMBER</b>	TR6745
<b>POSITION TITLE</b>	Driver and Clerk
<b>CLASSIFICATION</b>	LE2
<b>SALARY</b>	From EUR 1,311/month
<b>SECTION</b>	Administration
<b>REPORTS TO</b>	Corporate Services Manager

### About The Department of Foreign Affairs and Trade

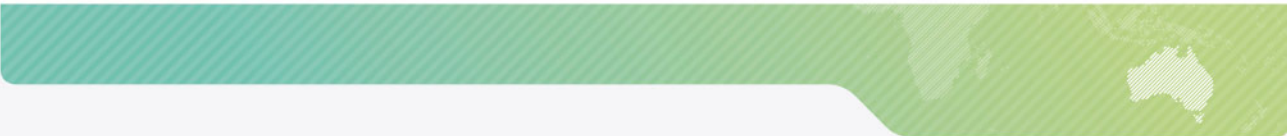
The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high quality overseas aid program and helping Australian travellers and Australians overseas. The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional and bilateral interests.

### About the position

Under the guidance of Corporate Services Manager, the Driver and Clerk is responsible for driving, inspecting and maintaining Embassy vehicles, including an armoured vehicle. The Driver and Clerk may be required to work outside of office hours and undertake overnight official travel, sometimes at short notice. The position also assists in a range of general administrative duties as required.

### Key responsibilities of the position include but are not limited to:

- Provide safe, reliable and efficient driving duties as directed, including overnight trips, afterhours duties as required, and act as back-up driver for the Ambassador.
- Perform duties of driver in a courteous and professional manner, being mindful at all times of security issues and road conditions.
- Provide advice on transport arrangements, including the preparation of transport plans and travel routes.
- Daily delivery and collection of mail, documents and equipment.
- Manage the receipt, clearance and dispatch of Embassy consignments as well as diplomatic bags, including liaising with Iranian government departments.
- Maintain official vehicles in a clean and road worthy condition. Monitor vehicles' mechanical condition and ensure they are serviced regularly in accordance with the manufacturer's specifications.
- Maintain accurate vehicle running sheets and perform cost recovery.
- Assist with routine administrative tasks, including data entry, record keeping and processing accounts.
- Relieve receptionist position as required.
- Other duties as required.



## Required Qualifications/Experience

- Valid Iranian driver's licence (level 2 for vehicles up to 6 tons) with a good driving record. Professional driving experience desirable.
- Willingness and ability to travel overseas to receive driving training.
- Fluency in written and verbal English and Farsi.
- Ability to maintain confidentiality and exercise discretion and judgement.
- Excellent organisational and self-management skills, and the ability to work flexibly in a small team.
- Demonstrated ability to follow instructions and contribute to effective, efficient service delivery.
- Good knowledge of the roads and geography of Iran. Ability to read maps, use smart phone mapping applications and plan routes.
- An understanding of vehicle maintenance procedures including the ability to perform basic safety checks and repairs.
- Ability to use standard office computer applications such as email (Outlook), Word and Excel.