

LES Position Description

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	DL1014
POSITION TITLE	Property Officer
CLASSIFICATION	LE4
SECTION	Property
REPORTS TO (TITLE)	Second Secretary and Consul

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 direction, the Property Officer is responsible for the management and implementation of the Embassy's office and residential property program, ensuring they are safe, well maintained and fit for purpose. The role oversees property maintenance, leasing, contractor and service provider arrangements, asset management and property-related administration, supporting the effective operation of the mission and a suitable living and working environment for staff.

Depending on your position, you may be required to undergo additional security and background checks and undertake specific Child Protection e-learning.

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

- Manage and coordinate property maintenance and repair services for the Chancery, Head of Mission (HOM) Residence, and staff residential properties.
- Oversee procurement and contractor engagement processes in compliance with Australian Government financial and procurement policies and standards.
- Administer residential and commercial leasing arrangements, including contract preparation, negotiation, and ongoing management.
- Conduct regular property inspections, coordinate maintenance works, and ensure residential properties are prepared for occupancy and handover.
- Respond to property-related emergencies and coordinate timely resolution of building faults and facility issues.
- Maintain property asset registers, inventories of furniture, fittings, and equipment, including asset disposal in accordance with DFAT guidelines.
- Manage essential property services and operations, including utilities, fuel supply, waste management, and pest control programs.
- Monitor property-related expenditure, verify invoices for payment processing, and support effective management of interagency property arrangements

Required Qualifications/Experience/Knowledge/Skills

- Relevant qualifications and/or professional certification in Business Administration, Logistics, Supply Chain Management, Procurement, Asset Management, Finance, or a related field.
- Experience in property, asset, inventory, or facilities management, including in managing office and residential properties in Timor-Leste.
- Sound understanding of asset and property management principles, policies, and procedures.
- Well-developed organisational skills, with the ability to manage competing priorities and meet deadlines.
- Strong attention to detail and the ability to maintain accurate records and documentation.
- Demonstrated integrity, accountability and sound judgement in managing organisational assets and resources.
- Fluent verbal and written communication skills in English and Tetum.
- Proficiency in Microsoft Office applications, particularly Excel.
- Valid Timor-Leste drivers' licence.