



LES Position Description – Property Manager

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	IS1017
POSITION TITLE	Property Manager
CLASSIFICATION	LE4
MONTHLY SALARY	PKR 215,630 to 252,255
SECTION	Consular & Administration
REPORTS TO	Second Secretary – Management (TBC)

About The Department of Foreign Affairs and Trade (Amend for each agency)

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

The Property Manager is responsible for providing comprehensive property and residential lease management services to DFAT and all partner agencies at the Australian High Commission in Pakistan.

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

- Coordinate property acquisition and upgrade activities for the High Commission and undertake associated procurement and contract management.
- Liaise closely with the external facilities management partner, Jones Lang LaSalle (JLL), on the management and maintenance of the chancery, Head of Mission's residence and other owned facilities.
- Manage all aspects of repair and maintenance programs required for the High Commission's property and leased residences, including liaison with and supervision of external service providers and management of associated contracts, work orders and payments.
- Maintain up-to-date property inventory and manage the sale and disposal of the High Commission's property and equipment in compliance with applicable policies and guidelines.
- Manage the residential property portfolio including lease payments, maintenance and improvement works, renewals and terminations in line with the High Commission's needs.
- Monitor the residential property market and identify suitable properties to lease. Coordinate building and security assessments, negotiate and prepare lease agreements, and coordinate pre-lease property upgrades and furnishing.
- Monitor market trends and research new suppliers and contractors to identify suitable, value-for-money service providers for the High Commission.
- Supervise the Property Assistant position and establish work priorities.
- Provide back-up support for the ICT and Protocol Managers as required.

Qualifications/Experience/Knowledge/Skills

- Demonstrated experience in property management, procurement and contracts, facilities management, and maintenance.
- Sound knowledge of and adherence to relevant Australian and Pakistani legislation, regulations, and guidelines (e.g., Workplace Health and Safety legislation.)
- Well-developed interpersonal and communication skills in English and Urdu and experience in working in a client-focused environment.
- Strong ICT skills, proficiency with Microsoft Office applications and the ability to pick up new systems easily.
- Tertiary qualifications in a relevant field would be an advantage.

Submitting your application

- Applications that do not specifically address the selection criteria will not be considered. Only shortlisted applicants will be contacted for interview by the Australian High Commission, Islamabad. Successful applicants will be offered a one-year employment contract that may be extended subject to agreement between the employer and employee. A probation period applies.
- Please e-mail applications to jobs.AHC-islamabad@dfat.gov.au by midnight 19 February 2024. Late applications will not be considered. Please specify the job title and applicant's name in the e-mail subject line.

Careers

- This position provides you with the opportunity to do the kind of work that adds up to something meaningful. The chance to challenge yourself and learn new skills. The prospect of working with a motivated, experienced, and visionary team.
- The Australian High Commission is committed to providing an inclusive and diverse workplace where all employees are valued. We appreciate the experiences, skills, and perspectives of all individuals. We actively encourage applications from people from [diverse](#) backgrounds who share [our values](#).