

## Position Description

**Position Title** Team Administrator (Property)

**Post** Manila

**Category** Locally Engaged Staff

**Reports to** Administration Manager

**Last Review Date** June 2024

**Delegations** The position has financial responsibilities

**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 other countries of accreditation that enable 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 is responsible for providing general administration to help ensure the efficient and smooth running of the office, and for managing the Post's property.

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

Internal (within Post)

- Head of Mission / Post
- Other seconded staff
- Administration Manager
- Group Business Manager, Wellington
- Account Managers (e.g. Finance, HR)
- Regional Assets Manager (AMD)
- Information Technology (key staff)

External (outside Post)

- Local Foreign Ministry
- Administrators in other key diplomatic missions
- Other New Zealand Agencies
- Local utility providers
- Contractors and suppliers
- Property and facilities management providers

**Key accountabilities** The position has the following key accountabilities:

### Administration

- Undertake reception and telephonist duties including all facets of the embassy telephone (PABX) system.
- Manage the mail process.

- 
- Book and coordinate post staff transport requirements. Undertake monthly audit of post vehicle running sheets.
  - Assist in arranging visitor programmes including hotel and travel arrangements, functions, meetings, presentations, conferences and workshops including venues, catering and associated agendas and documents as appropriate.
  - Prepare Third Person Notes as required.
  - Undertake general administration, including visitor programmes, hotel and travel arrangements, scanning documents for electronic filing, maintaining official Ministry registers e.g., Works of Art, Fixed Assets.
  - Act as back-up for the Executive Assistant and other staff as required.

### **Property**

- At the direction of the Administration Manager, obtain quotes for furniture, equipment, and office supplies. Procure items as directed and ensure appropriate accounting processes are followed.
- At the direction of the Administration 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.
- Manage and maintain the post vehicles and ensure vehicles are available when required.
- At the direction of the Administration Manager assist with obtaining quotes for maintenance/repairs work and liaise with the insurance company (if required).
- Assist the Administration Manager where a major property project is scheduled.
- In consultation with the Administration Manager, arrange disposal of assets and submit required asset data sheets to Wellington; all inventory items due for disposal to be signed off by the Administration Manager.
- Ensure all inventories are kept up to date; undertake an annual inventory cheque of the chancery, official residence and staff housing.
- Arrange maintenance service of plant and equipment including pest control.

### **Finance**

- Process embassy accounts ensuring payables and receivables are in accordance with financial management guidelines, including internal control requirements.
- Manage all revenue ensuring receipts are issued promptly.
- Responsible for the management of petty cash; ensure reconciliation is undertaken daily.
- Prepare weekly banking, ensuring deposit clips and receipt book are signed off by Administration Manager.

- Action cost recoveries for staff and agencies, including from divisions in Wellington and other government departments.

### **Consular and legal and notarial**

- Assist the Administration Manager and Consular Advisor/Team Administrator with consular case management work.
- Assist the Consular Advisor/Team Administrator providing legal, notarial, and statutory services.
- Liaise with DFA on matters relating to authentication documents in consultation with the Consular Advisor/Team Administrator.

### **Security**

Assist Post Security Officer and Administration Manager with Post security processes, ensuring appropriate protocols are followed at all times, including:

- Be familiar with the Post Security Instructions and always adhere to these at all times.
- Under the guidance of the Administration Manager, ensure chancery and seconded staff accommodation is adequately protected.
- Maintain a visitor register.

### **Organisational Responsibilities**

- Ensure all Ministry and post-specific 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.

### **Qualifications, skills and experience**

---

You must have the following qualifications, skills and experience:

- Two years and above experience in an administration and/or property management role
  - Numeracy skills
  - 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**

- 
- Ability to obtain and maintain appropriate security clearance.
  - 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 from time to time.
-