

Office Manager (Defence)
New Zealand High Commission, Singapore

The *New Zealand Defence Adviser to Singapore* is seeking to recruit for an Office Manager. The Office Manager is responsible for supporting the Defence Adviser to Singapore, also accredited to Vietnam and Cambodia. Managing schedules, events, finances and official visitors will be a key part of the role.

The Office Manager will be responsible for:

- General administrative duties
- Executive support to the Defence Adviser
- Establishing and maintaining relationships with key contacts and external providers in order to maintain high-quality level of service and support for the office of the Defence Adviser.
- Liaison duties and assistance with official activities
- Management of documents and official correspondence
- New Zealand Defence Force visitor and student assistance
- Finance support
- Responsible for one direct report (Driver)

This is a locally engaged position. The terms and conditions of employment will be in line with Singapore employment legislation. The successful applicant, if resident outside of Singapore, will be responsible for costs associated with relocation to Singapore and accommodation in Singapore.

Applicants must be lawfully entitled to work and reside in Singapore with the correct visa/work pass status or demonstrate eligibility to obtain the relevant work pass. Employment offers are subject to successful pre-employment checks and security clearances. In relation to this, the successful candidate will need to arrange for his/her own Police Clearance Certificate.

Qualifications and Experience

Applicants must have strong previous experience in business administration and finance roles. Strong relationship management skills and strong written and oral communication skills are required. Proficiency with Microsoft outlook and demonstrated skills in proactive calendar management and scheduling are required.

The indicative salary range for this position is **SG \$71,395 - \$75, 254 per annum**, negotiable dependant on skills and experience.

Application Procedure

The application form (download from <http://www.mfat.govt.nz/singapore>) with your CV and a covering letter should be emailed to recruit.sin@mfat.govt.nz

Applications must be received no later than **4pm (Singapore time) on 20 June 2024**

We thank all applicants for their interest, but we will only contact those who pass the initial screening.

Please note: *If the successful candidate has worked or lived in New Zealand and are subsequently employed as locally engaged staff in a NZ Government Agency/High Commission, they may, subject to individual circumstances, have NZ Tax Residency obligations. We advise any applicant, who may be in this situation, to discuss their tax residency status with the NZ Inland Revenue (IRD) and determine any potential personal tax obligations to IRD.*