

**AUSTRALIAN HIGH COMMISSION, DHAKA**  
**DUTY STATEMENT**

<b>Position No.</b>	5494	<b>Classification</b>	BB 3.1
<b>Location</b>	Consular & Admin	<b>Supervisor</b>	First Secretary (C&A)
<b>Designation</b>	LANA & Property/Asset Officer		

**DUTIES:**

**IT & Technological Duties**

1. LAN Administration:

- Overall responsibility as Systems Manager of post's LAN and other non secure office systems, including IT and Communication policy advice to senior post management;
- Supervise or do the maintenance and installation of all computer-related hardware and software and respond to requests for additional needs;
- Coordinate staff computer-based training and provide in-house training to the IT users, and
- Overall responsibility of procuring IT equipments from local market and Canberra.

2. Maintain and update Mission's Internet website and publish vacancy announcement on the job search engine.
3. Maintain AHC contact database management system.
4. Manage the PABX and mobile phone communications, including any hardware upgrades.
5. Manage official mobile phones, payments & cost recovery
6. Maintain voicenet reporting

**Property Related Duties**

7. Budget Management: In accordance with budget principles manage the post's:
  - Property budgets;
  - Capital purchase program, in accordance with the Capital Management Plan. This includes budget planning, monitoring and acquisition and disposal arrangements.
8. Property Management: Responsible for the DFAT property program; this includes property planning, budgeting, acquisitions and maintenance:
  - Maintain and ensure inventory checks are done for all property items for the Chancery, Residences, Staff Quarters and the Australian High Commission Recreation Centre (AHCRC);
  - Coordinate disposal of all types of property items;
  - Liaise with Facilities Manager, UGPS and the service centre of UGPS for all types of maintenance jobs for the Chancery, the residential compound, the leased houses, and the Australian High Commission Recreation Centre (AHCRC);
  - Liaise with local contractors for property-related jobs including repairs, maintenance, and new contracts; and
  - Assistance with property programs of other agencies in accordance with the Service Level Agreement/MOU covering management services.

**General Admin Duties**

9. Relief Cashier in absence of the cashier, process payments in SAP.
10. Assist First Secretary (Consular & Admin) with a range of administrative duties, as required.
11. Procurement