

## Administrative Officer (Agriculture) – Tokyo – December 2024

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| <b>AGENCY</b>             | Department of Agriculture, Fisheries and Forestry |
| <b>POSITION NUMBER</b>    | TK033   |
| <b>POSITION TITLE</b>     | Administrative Officer                            |
| <b>CLASSIFICATION</b>     | LE3   |
| <b>SECTION</b>            | Tokyo (Agriculture)                               |
| <b>REPORTS TO (TITLE)</b> | Counsellor (Agriculture)                          |

### About the Department of Agriculture, Fisheries and Forestry (DAFF)

The role of the Australian Government Department of Agriculture, Fisheries and Forestry (DAFF) is to develop and implement policies and programs that ensure Australia's agriculture, fisheries, food and forestry industries remain competitive, profitable and sustainable. The DAFF has a network of overseas officers to help maintain and expand market access for Australia's agricultural exports and to manage the agricultural relationships with key trading partners.

### About the Position


Under general supervision, the Administrative Officer provides high-level business support to the Agriculture Section. The incumbent in this role is required to be flexible with the ability to prioritise effectively in a fast-paced environment.

### The key responsibilities of the position include, but are not limited to:

- Organise and coordinate meetings, Embassy events, and official visits including high level visits. This involves liaising with stakeholders, preparing briefing materials, facilitating airport arrangements and managing accommodation and protocol.
- Coordinate travel for DAFF officials, including managing logistics and booking transport and accommodation.
- Provide administrative support to the Agriculture Section, including updating contact databases, filing documents and maintaining records in accordance with departmental policies and guidelines.
- Process payment arrangements and assist with budget management.
- Facilitate clearance of shipments of Australian agricultural products, especially assisting with certification processes for table grapes and citrus.
- Manage submission of registered export establishment lists from DAFF to relevant Japanese ministries (Ministry of Agriculture, Forestry & Fisheries and Ministry of Health, Labour & Welfare).
- Work with others to manage and respond to routine internal and external queries for the section. Ensure the timely resolution of client queries.

### Qualifications/Experience

- Sound Japanese and English language skills (speaking, writing, reading).
- Good judgement, communication, liaison and negotiating skills.

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- Demonstrated experience in an administrative support role and proficiency in Microsoft Office and financial management applications (e.g. SAP). Records, events, financial and/or travel management experience would be desirable.
  - Strong organisational skills, including the ability to monitor and anticipate workloads, prioritise tasks effectively, and use initiative to ensure timely outcomes.
  - General knowledge of Australian government financial procedures and relevant government policies including quarantine would be an advantage.