



Australian High Commission  
Port Moresby

## Candidate Information Pack

# **Public Diplomacy Coordinator Public Diplomacy Section**

**Closing Date: Friday, 18 August 2017**

This information package should assist potential applicants to understand the work of the Australian High Commission, what is involved in the role, the Selection Criteria, how to apply and also help you make an informed decision to apply.

## Position Description

<b>Title</b>	Public Diplomacy Coordinator
<b>Classification</b>	Locally Engaged LE5
<b>Reports to</b>	Public Diplomacy Manager
<b>Location</b>	Port Moresby

### **About the Australian High Commission in Port Moresby**

The Australian High Commission represents the Australian Government by advancing the interests of Australia and Australians in Papua New Guinea (PNG). Our primary national interest is in a strong bilateral relationship underpinned by a peaceful, secure and prosperous PNG and Pacific Region. The High Commission is also responsible for apprising Canberra about developments in areas such as domestic politics, immigration, economics, trade and investment, culture, defence and development cooperation, with a view to informing Australia's foreign policy. And for promoting a positive image of Australia, enhancing people-to-people links, and delivering consular assistance to Australians in need.

### **About the role**

Under general direction, the Public Diplomacy Coordinator will coordinate and administer the public diplomacy program, communications and related activities for the Australian High Commission (AHC) in Port Moresby. The Public Diplomacy Coordinator will identify and manage opportunities to promote Australia, in particular Australia's development partnership in Papua New Guinea (PNG) to improve understanding of, and influence for Australia, in a manner consistent with the Australian Government's goals.

### **The key responsibilities for this position are:**

- Plan and implement public diplomacy strategies, events and networks to strengthen Australia's reputation, image and relationships
- Liaise widely with PNG media to build and maintain networks
- Coordinate media activities, events and analysis that support public diplomacy outcomes
- Develop media materials, including media releases, speeches, social media posts, photography and video production
- Monitor and report on local media
- Assist with Ministerial and other high level visits
- Manage the High Commission's website and social media channels
- Conduct research and perform other activities as directed
- Attend events and activities outside of standard office hours
- Some travel may be required

### **Required Skills and Capabilities**

- Ability to work under pressure and prioritise in a busy working environment
- Excellent verbal and written communication skills, including media releases, social media and online content, transcripts, correspondence and reports
- Photography skills

- Event management experience
- Ability to accept responsibility and display creative initiative
- Ability to work as part of a team
- High degree of proficiency in Microsoft applications

**Qualifications/Experience**

- Relevant tertiary qualifications or equivalent experience in journalism and/or media relations
- Knowledge or experience in film is an advantage.

# Selection Criteria

All interested applicants are required to submit a two-page statement of claims outlining their suitability for the role. The statement must address all of the following selection criteria and provide examples and evidence from previous experience to do so:

1. Supports and contributes to strategic direction within a media and communications context
2. Achieves results
3. Values Teamwork and builds partnerships
4. Demonstrates personal drive and integrity
5. Works and communicates with influence
6. Specific Specialist/professional knowledge, skills and experience

**Note: When considering your application, the Selection Committee will seek evidence of performance against each of these criteria**

## How to Apply

Applications must be submitted to The Human Resources Manager, [pngahc.recruitment@dfat.gov.au](mailto:pngahc.recruitment@dfat.gov.au) by 4.30pm, **Friday, 18 August 2017**. Late applications will not be accepted.

Your application must include:

1. A **Resume** (*3 Page maximum*) which outlines:
  - Employment history;
  - Education, qualifications and relevant training; and
  - The names and contact details of two **professional** referees.
2. **Your statement of claims** against all of the selection criteria listed above (*2 Pages maximum*)

Please include your name and the job title in the subject line of your email for easy reference. E.g. **John Smith – Public Diplomacy Coordinator**

**Note:** Given the number of applications, only those considered suitable for interview will be contacted.

The Australian High Commission promotes a workplace free from discrimination and harassment and is a smoke and buai free environment. All recruitment is based solely on merit.