



Australian High Commission
Port Moresby

Candidate Information Pack

Public Diplomacy Officer Public Diplomacy

Closing Date: Wednesday, 31 May 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

Title	Public Diplomacy Officer
Classification	Locally Engaged 4
Reports to	Public Diplomacy Manager
Location	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 Officer will coordinate and administer the public diplomacy program, communications and related activities for the Australian High Commission (AHC) in Port Moresby.

The key responsibilities for this position are:

- Assist with the development of the annual public diplomacy strategy and planning of public diplomacy events and activities
- Coordinate media activities, events and analysis that support public diplomacy outcomes
- Attend events to provide communications support, including photography
- Develop media materials, including media releases, speeches and articles
- Monitor local media, parliament and local courts and prepare reports and media summaries
- Assist with Ministerial and other high level visits in relation to media management, drafting materials, printing programs, recording and transcribing press interviews, taking photographs etc.
- Update the AHC's internet site and social media as required

Required Skills and Capabilities

- Ability to work under pressure and prioritise in a busy working environment
- Excellent verbal and written communication skills, including letter and report writing
- Ability to accept responsibility and display creative initiative
- Ability to work as part of a team
- High degree of proficiency in Microsoft applications

Qualifications and Experience

- Tertiary qualifications or equivalent knowledge/expertise in journalism, media relations and or technical skills in film or photography
- Understanding of PNG, the region and Australia
- Good writing skills in English, knowledge of Tok Pisin is an advantage

Eligibility/Other Requirements

The successful candidate is required to undergo security vetting, obtain a medical check and maybe required to travel on occasions. A current driver's license is required to drive a work vehicle.

Selection Criteria

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

1. Supports and contributes to strategic direction within a business framework
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 by 4.30pm, **Wednesday, 31 May 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 the selection criteria (*3 Page maximum*)

Please include your name and the job title in the subject line of your email for easy reference. E.g. **Mary Jane – PD 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.