



Short-term Position Description

AGENCY	Department of Foreign Affairs & Trade
POSITION NUMBER	00200370
POSITION TITLE	Event Coordinator
CLASSIFICATION	LE4
REPORTS TO (TITLE)	Consul-General
ROLE	Casual, non-ongoing
TERM	Initial three-month engagement with possibility of extension
LOCATION	Australian Consulate-General, Lae

About the Department of Foreign Affairs & Trade

The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high-quality overseas aid program and helping Australian travellers and Australians overseas. The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional, and bilateral interests.

About the position

In 2025, the Australian Government will join the Government of Papua New Guinea in celebrating 50 years of independence. The Australian High Commission in Port Moresby has launched a campaign to coincide with the jubilee – *Yumi Stap Wantaim, side by side, step by step*.

The casual event coordinator will provide surge support for the Consulate-General as it contributes to the high-intensity celebrations throughout the year, in particular in the lead-in to Independence Day on 16 September.

Under general direction, the casual Event Coordinator will work with a small team in the Lae Consulate-General to deliver events and support public diplomacy engagement in Morobe Province.



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

- Work closely with Post's Public Diplomacy officer to coordinate events, under the direction of the Consul-General
- Develop and manage event plans, draft WHS event assessments
- Liaise with external stakeholders and coordinate activities
- Support periodic reporting
- Anticipate and respond to stakeholder needs and expectations
- Coordinate risk assessment and risk management activities
- Develop budgets and report against expenditure
- Coordinate with the AHC Public Diplomacy team on communications/media
- Assist to produce and coordinate production of communications and public diplomacy material
- Other tasks as directed.

Qualifications/Experience

- Ability to build and maintain strong networks with internal and external stakeholders, including demonstrated inter-cultural competence
- Demonstrated relevant experience, ideally in an events management role
- Highly developed English-language written and oral communication skills
- Good organisational, teamwork and representational skills
- Proficiency in Microsoft Office suite
- Proven good judgement and problem-solving capacity