

LES Position Description

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	NU0005
POSITION TITLE	Australian High Commissioner's Executive Assistant (EA), Public Diplomacy & Research Officer
CLASSIFICATION	LE3-LE4
SECTION	Corporate
REPORTS TO (TITLE)	Senior Administrative Officer (SAO)

About the Department of Foreign Affairs and Trade (DFAT)

The Department of Foreign Affairs and Trade (DFAT) advances 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 Australians overseas. DFAT provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian Government agencies to pursue global, regional and bilateral interests.


Under the Australia-Nauru Aid Partnership Arrangement, the governments of Australia and Nauru are working together to improve economic growth opportunities and reduce poverty in Nauru. The three priorities of Australia's aid to Nauru are: improving public sector management; investing in nation building infrastructure; and supporting human development, with a particular focus on health and education.

About the Position

Under the direction of the Australian High Commissioner and the Senior Administrative Officer (SAO), the Executive Assistant (EA), Public Diplomacy & Research Officer provides administrative and secretarial support to the High Commissioner and research and public diplomacy assistance to the Australian High Commission in Nauru.

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

- Provide executive, administrative and organisational support to the High Commissioner
- Coordinate the High Commissioner's schedule, including arranging travel and official appointments
- Arrange representation activities including preparation of guest lists, invitations and venues
- Assist with the organisation of visit programs for high-level government visits
- Maintain networks and relationships with key internal and external stakeholders to support the High Commission's awareness of Nauru community updates and activities
- Assist with general research and advice on local dynamics in Nauru including on community updates and developments, engaging with local stakeholders as needed
- Assist with delivery of public diplomacy activities including preparation for events
- Liaise with Nauruan authorities to deliver protocol, including drafting and delivering Diplomatic Notes on visas, flight clearances and notifications of senior staff movements
- Provide back-up support to the Finance and Personnel Officer, including the completion of financial forms, data entry, maintenance of HR records and reconciliation of accounts

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- Provide back-up support to the Property Officer, including coordination of maintenance activities and management of property maintenance contractors

Qualifications/Experience

- Experience undertaking a wide range of secretarial and general administrative tasks
- Excellent oral and written communication skills in English and Nauruan. Ability to communicate effectively with internal and external stakeholders at all levels
- Sound understanding of Nauru's community environment and Australia's local interests.
- Demonstrated high-level IT systems competency, including Microsoft Office programs
- A current and valid Nauruan driver licence with a good driving record, and the ability to maintain such a licence