



**VACANCY – Australian High Commission
Public Diplomacy and Research Officer
Closing Date – 29 May 2018**

The Australian High Commission invites applications for the position of **Public Diplomacy and Research Officer**. The position is fulltime **to start as early as possible**. The terms of employment will be in accordance with the Nauru-based Terms and Conditions of Employment.

The terms of employment will be in accordance with the Nauru-based Terms and Conditions of Employment, which includes annual leave, personal & carers leave and maternity leave. Employment will be offered on a full-time, ongoing basis, at the LE4.1 level with an annual salary of \$15,235. Continued employment is subject to successful completion of a three month probation period.

About the Department of Foreign Affairs and Trade (DFAT)

The role of 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 role

Under general direction from the Deputy Head of Mission (DHOM), the Public Diplomacy and Research Officer coordinates the public diplomacy program, policy research, communications and related activities for the Australian High Commission (AHC) in Nauru and assists in development of the AHC's public affairs strategies.

The key responsibilities include but are not limited to:

- Assist with the development and implementation of a social media plan for the AHC and conduct research and analysis on outcomes
- Prepare media articles and media releases for social media posts and articles about the AHC's public diplomacy and aid/development related activities and events
- Undertake research on key issues and monitor and report on relevant information in the local media and parliament
- Build and maintain relationships with relevant media outlets, Government of Nauru ministry officials, NGOs, and other officials. Maintain contact lists
- Liaise with media outlets to effectively promote AHC public diplomacy events and Australian aid program activities



- Manage and coordinate public diplomacy events, including coordination of media and analysis of events
- Prepare and manage travel programs and appointments for visiting officials
- Assist in managing public diplomacy and communications budget allocations by preparing plans and monitoring expenditure

Qualifications / experience required

- Relevant tertiary qualifications, preferably in communications or journalism, would be an advantage
- Demonstrated relevant work experience. Experience in a public affairs or research role would be an advantage
- Well-developed written and oral communication skills in English and Nauruan languages
- Competency in software systems. Skills in website management would be an advantage
- A valid driver's license with a good driving history must be maintained

Selection Criteria

The successful applicant should have demonstrated abilities in:

- Well-developed written and oral communication skills in English and Nauruan languages
- High-level liaison and representation skills
- Good understanding of, and ability to, conduct research on current political, economic, development and environmental issues in Nauru
- Strong organisational skills and ability to manage multiple activities under pressure in a timely and effective manner, with limited supervision



How to Apply

Your application must include:

- a) A **one page statement of claims** describing how you meet the selection criteria and why you think you are the most suitable person for the position;

Statement of claims that do not address all of the selection criteria will not be taken into consideration.

The Statement of Claim is the centre piece of your application and should be presented in a concise and focussed manner. In preparing your statement of claims, you must address each selection criteria and should highlight relevant experience and training; you may also include examples of work you have done and demonstrate how your contribution resulted in a positive outcome for your employer. Your statement of claims must be written in English.

- b) **Your CV** containing all relevant details about you, including contacts details, qualifications and employment history; and
- c) Telephone and email contact details of **two referees** and their relationship to you (previous employer, volunteer supervisor, etc).

Clearances – Employment is conditional on satisfactory completion of police and medical clearances.

Applications can be delivered to the Australian High Commission at MQ45, NPC Oe in Aiwo District or emailed to carolyn.murray@dfat.gov.au by **4.00pm on Tuesday, 29 May 2018**.

Late or incomplete applications will not be taken into consideration.