



Embassy of Australia
Seoul

Job Vacancy

Public Information Officer (13 months Fixed Term Contract)

Position Description

Reports to:	Second Secretary
Position title:	Public Information Officer (13 months Fixed Term Contract)
Position level:	Locally Engaged (LE) 4 level
Salary:	KRW 3,922,523 per month
Employment period:	The position is for a period of 13 months from June 2016 to July 2017.

Vacancy Details

Vacancy type:	Internal & External vacancy
Additional information:	Send applications to Seoul.Recruitment@dfat.gov.au Please submit application materials in Microsoft Word or PDF formats only
Proposed published date:	26 April 2016
Proposed closing date:	Close of business on Friday 13 May 2016 <u>Applications received after the closing date will not be considered</u>

Requirements

Applications must include:

- A written Statement (no longer than two typed pages) directly addressing the applicant's abilities and claims against the position requirements.
- Curriculum vitae.
- Details of two referees who may be contacted if necessary.

Other Requirements

The successful applicant will be required to provide a police security clearance certificate and undergo a medical examination to determine fitness for duty.

Key Responsibilities

- Manage the Australian Embassy Seoul's Facebook presence, podcast and website, including photography as required.
- Coordinate the daily media round-up and assist with translation as required.
- Plan, coordinate and implement public diplomacy (PD) projects and events in line with PD objectives, including sports diplomacy.
- Arrange quarterly Team Australia meetings.
- Respond to public enquiries received by email and phone and convey messages to relevant Embassy officers.
- Assist with media and issues management.
- Provide public diplomacy support during official visits to ROK by senior visitors.

Position Requirements

Competencies

- Fluent in both Korean and English. Ability to communicate effectively and professionally, orally and in writing, with government, media and the public.
- Minimum experience of 3 years in PR, including social media, traditional media and events.
- Ability to organise and prioritise workloads and other resources to complete given projects in a timely manner and on budget; and to work effectively under pressure.
- Well-developed interpersonal skills; flexibility; adaptability; and ability to operate effectively within a team.
- The position requires a self-starter with initiative, someone who can achieve results.

Special Requirements

It is highly desirable that applicants have the following:

- Experience and good knowledge of Australia.

Notes

For selection purposes each of the above competencies will be considered. In order to manage the recruitment process efficiently, only applicants who are successfully shortlisted for interview will be contacted. If you have not been requested to attend an interview within four weeks of the closing date please assume that your application has not been successful on this occasion.