



Embassy of Australia  
Seoul

## Job Vacancy

### Senior Public Diplomacy Officer

#### Position Description

<b>Reports to:</b>	Counsellor (Economic)
<b>Position title:</b>	Senior Public Diplomacy Officer
<b>Position level and Salary:</b>	Locally Engaged 5 level with a starting salary of KRW 55,656,247 per annum
<b>Employment period:</b>	The position is for an initial period of 12 months.

#### Vacancy Details

<b>Vacancy type:</b>	Internal & External vacancy
<b>Additional information:</b>	Send applications to <a href="mailto:Seoul.Recruitment@dfat.gov.au">Seoul.Recruitment@dfat.gov.au</a> Please submit application materials in <b>Microsoft Word</b> or <b>PDF formats only</b> <b><u>Please indicate your full name and the position title in the subject line</u></b>
<b>Proposed published date:</b>	10 May 2016
<b>Proposed closing date:</b>	Close of business on Tuesday 31 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

- Develop and implement media relations and broader public relations strategies to promote Australia's interests in Korea.
- Develop and maintain productive working relationships with local media contacts.
- Prepare and disseminate media release and press kits; arrange media interviews/op-eds; arrange press conferences/briefings and respond to media enquiries.
- Provide assistance and medial support during high level visits to Korea
- Promote and manage with bilateral medial exchange programs.
- Manage sensitive media issues.
- Provide assistance and support in other Economic and Public Diplomacy Section activities as required, including medial monitoring; social media; translation; and business liaison.

## Position Requirements

### Competencies

- Highly developed written and oral communication skills in both Korean and English. Ability to communicate effectively and professionally, with government, media and the public.
- Minimum of 5 years' experience in media relations and issues management in Korea.
- Demonstrated understanding of Korean media issues.
- 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; and adaptability.
- Ability to operate effectively within a small work team and in coordination across teams.
- The position requires a self-starter with initiative, someone who can achieve results.

### Special Requirements

It is highly desirable that applicants have the following:

- Previous experience in managing media issues in a large public or private organisation, including an Embassy.
- Previous experience dealing with government agencies
- 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.