



Embassy of Australia
Seoul

Job Vacancy

Director, Public Affairs

Position Description

Reports to: Deputy Head of Mission

Position Title: Director, Public Affairs

Position Number: SE001

Position level and Salary: Locally Engaged 6 level with a starting salary of KRW 64,923,060 per annum.

Employment period: The position is for an initial period of 12 months.

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**.
Please indicate your full name and the position title in the subject line.

Proposed published date: 12 December 2017

Proposed closing date: Close of business on 02 January 2018
Applications received after the closing date will not be considered.

Please note: This is a re-advertisement. All applications submitted before COB 06/11/2017 remain current and applicants do not need to re-apply.

Requirements

Applications must include:

- Application for Locally Engaged Staff Employment (form attached separately)
- 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

- He/she is also required to undergo a medical examination to determine fitness for duty.

Key Responsibilities

- Manage the workload and priorities of the Public Affairs Section covering media, cultural, social media, external engagement, alumni, Australia Korea Foundation activities and ensuring that the Section's efforts align with the Australian Government's public and economic diplomacy objectives.
- Develop and manage the implementation and evaluation of public diplomacy strategies for the Embassy.
- Initiate, develop and maintain productive relationships with key Korean media and cultural organizations, as well as public sector organizations, particularly with respect to the Australia Korea Foundation's interests.
- Work with section heads on the production of promotional and advocacy materials for all sections in the Embassy.
- Represent the Embassy and/or Public Affairs and Culture Section at meetings, conferences or seminars.
- Deliver regular, high profile, whole-of-government promotions of Australia in the ROK, such as the biennial Australia Day event, or events organised by other Australian missions, such as "Taste Australia" or G'Day USA.
- Other duties as required.

Position Requirements

Competencies

- Demonstrated familiarity with public relations and public communications approaches with five or more years work experience in communications or media-related areas.
- Demonstrated understanding of dealing with events and media organisations to achieve positive and innovative public relations / public diplomacy outcomes.
- Demonstrated ability to supervise and manage staff and resources, including team-building skills, and the ability to counsel and develop staff effectively and efficiently.
- Demonstrated ability to communicate effectively orally and in writing, including effectiveness in negotiation, consultation, representation and contact building with internal and external counterparts.
- A demonstrated ability to communicate with native or near-native fluency in English (verbally and written).

Special Requirements

It is highly desirable that applicants have the following:

- Familiarity with Australia's foreign and trade policy goals, and knowledge of Australia and the Australian arts and cultural scene.

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.