



Embassy of Australia  
Seoul

## Job Vacancy

### Temporary Senior Cultural Relations Officer

#### Position Description

<b>Reports to:</b>	Deputy Head of Mission
<b>Position title:</b>	Temporary Senior Cultural Relations Officer
<b>Position number:</b>	SE015
<b>Position level and Salary:</b>	Locally Engaged 5 level with a starting salary of KRW 58,162,908 per annum
<b>Employment period:</b>	The position is temporary from March 2018 to March 2019

#### 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> . <u>Please indicate <b>your full name and the position title</b> in the subject line</u>
<b>Proposed published date:</b>	29/01/2018
<b>Proposed closing date:</b>	Close of business on 19/02/2018 <u>Applications received after the closing date will not be considered.</u>

#### 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

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 public diplomacy strategies and programs to promote Australia's interests and develop audiences for Australian culture in Korea
- Plan, deliver and promote public diplomacy programs, including targeted cultural diplomacy initiatives, high-profile events, flagship programs and exchange opportunities; and evaluate engagement and impact
- Develop and maintain network of contacts and relationships with key stakeholders; support the Public Diplomacy Section's communications and advocacy agenda
- Manage the Embassy's public diplomacy budget, including securing sponsorship and partnerships
- Contribute to the management of the Embassy's social media and online presence
- Coordinate and provide assistance to Australia Korea Foundation cultural activities and grant projects in Korea
- Build and maintain a network of alumni to maximise public diplomacy opportunities and support projects involving New Colombo Plan scholars
- Provide assistance and support in other Public Diplomacy Section activities as required.
- Other duties as directed

## Position Requirements

### Competencies

- Demonstrated expert knowledge of public affairs, media, arts and cultural sectors in Korea
- Highly developed written and oral communication skills in both Korean and English
- Proven organisational and project coordination skills, and ability to handle multiple tasks and prioritise effectively to meet deadlines
- Ability to communicate effectively and professionally, with government, media and cultural organisations, think tanks, peak bodies and the public
- Demonstrated ability to prioritise, think strategically, apply judgement and innovation to achieve results
- Well-developed interpersonal skills; flexibility; and adaptability
- Ability to operate effectively within a team and across teams

### Special Requirements

It is highly desirable that applicants have the following:

- Experience in studying in Australia
- Knowledge of Australia, Australian interests in Korea and the Australian arts and cultural scene

### Note:

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.