



Embassy of Australia  
Seoul

## Job Vacancy

### Australia Day Event Manager (Fixed Term)

#### Position Description

<b>Reports to:</b>	Deputy Head of Mission
<b>Position title:</b>	Australia Day Event Manager (Fixed Term)
<b>Position level and Salary:</b>	Locally Engaged 5 level with a salary of KRW 4,846,909 per month
<b>Employment period:</b>	The position is fixed term (non-ongoing) from August 2018 to January 2019 <b>*Applicants must be available to start work from August 2018</b>

#### 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>	05 July 2018
<b>Proposed closing date:</b>	Opening of business on 16 July 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 plans and objectives for Australia Day 2019
- Contribute to the management of the Australia Day event, including work with relevant sections in the Embassy to arrange venue, catering, entertainment, sponsorship, photography and advertising for the event in January 2019
- Liaise with Embassy staff, sponsors of the event and partner organisations to facilitate operations and to ensure adequate staffing, technical and other support for the Australia Day event
- Senior stakeholder management
- Other duties as directed

## **Position Requirements**

### **Competencies**

- Demonstrated expert knowledge of large-scale event management
- 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 organisations
- 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 large-scale project/event management
- Experience in studying/working in Australia
- Working with high-level stakeholders

### **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.