



Embassy of Australia
Seoul

Job Vacancy

Assistant Director (Agriculture)

Position Description

Reports to:	Counsellor (Agriculture)
Position title:	Assistant Director (Agriculture)
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 24 months (two contracts of 12 months each), and may be extended. There will be a 3-month probation period.

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 . <u>Please indicate your full name and the position title in the subject line</u>
Proposed published date:	29 October 2018
Proposed closing date:	Close of business on 14 November 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

- Maintain an awareness of longer-term strategic and technical market access outcomes of the Department of Agriculture and Water Resources in Korea
- Undertake complex research and strategic analysis on developments in Australia-Korea bilateral trade in agricultural, forestry, fisheries and food products, Korea's trade environment, Korean domestic agriculture, forestry, fisheries and food policies and, agricultural issues in the north Asia region
- Conduct high level policy analysis, research and reporting on trends and changes in policy and regulatory approaches in Korea that may have an impact on Australia's agricultural, forestry, fisheries and food trade with Korea
- Develop and maintain a strong network of contacts with relevant government ministries, political circles, business circles, universities, research institutes, industry organisations and if appropriate media/communication outlets to progress key priorities and monitor developments in political, policy and regulatory environments and assess implications for Australia's agricultural trading relations with Korea
- Provide high level advice and reports (oral and written) of a complex nature to the Counsellor (Agriculture) and as appropriate embassy staff and key stakeholders
- Undertake/assist with bilateral cooperation activities in agriculture, fisheries, forestry, food and water, including trade related matters
- Undertake representational activities as required, such as attending seminars, government meetings, negotiations and public hearings
- Manage the logistical and administrative arrangements for all visits by ministers, senior government officials and industry representatives, including providing translation and interpreter support, as required
- Support and participate in Embassy wide activities and events and work with relevant areas of the Embassy including Austrade, the Economic Section and the Public Diplomacy Section
- Supervise (if required) and support other locally engaged staff member(s)
- Work with the team to manage and respond to routine internal and external queries and office administration

Position Requirements

Competencies

- Demonstrated ability to work with independence, subject to limited direction, against established priorities, practices, and methodologies to deliver quality outcomes
- Written and oral Korean English bilingual communications skills of a high order, including demonstrated proficiency in translation and interpretation in a professional environment. The ability to communicate effectively at all levels
- Strong ability to think strategically, locate, synthesise, analyse and communicate complex information and make decisions using sound judgement, expertise and knowledge

- Formal qualifications or demonstrated experience in any of the following aspects of agriculture such as: animal and plant health, food safety, quarantine and customs clearance processes, trade policy, legislation and rule making processes in Korea or Australia
- Proven competence to build and maintain stakeholder networks and represent the organisation at meetings and forums
- Ability to work as a member of a team, with good interpersonal, liaison and negotiation skills

Special Requirements

It is highly desirable that applicants have the following:

- An understanding of Korean bureaucracy and business practices

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.