



Embassy of Australia
Seoul

Job Vacancy

Education Officer

Position Description

Reports to:	Education Director
Position title:	Education Officer
Position number:	SE028
Position level and Salary:	Locally Engaged 3 level with a starting salary of KRW 41,192,000 per annum
Employment period:	This is a permanent position. The successful applicant will be engaged initially on a 12 month fixed-term contract, with extension subject to performance There will be 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:	26/04/2021
Proposed closing date:	Close of business on Tuesday 11 May 2021 <u>Applications received after the closing date will not be considered</u>

Requirements

Applications must include:

- Completed Embassy application form
- A written statement (no longer than two typed pages) directly addressing the applicant's abilities and claims against the position requirements
- Curriculum vitae

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

- Undertake research and translation work relevant to education, training and research policy priorities and provide information to the Education Director, based in Seoul, and Counsellor (Education and Research) based in Tokyo
- Assist with organising delegation visit programs – for Australian delegations to Korea and Korean delegations to Australia – and provide interpreting and protocol support
- Assist with the promotion of institutional collaboration, such as sister school arrangements, principal and academic exchange programs and student mobility programs
- Organise and manage the promotion of Australian Government scholarship programs
- Maintain productive working relationships with other sections in the Embassy and with external stakeholders
- Issue school certificates and be the point of contact for public enquiries
- Monitor media and other open sources related to education and research policies and maintain them as a resource
- Provide general office administrative support such as maintaining the contacts database and creating relevant documents for payment
- Other duties as directed

Position Requirements

Competencies

- Ability to conduct basic research and analysis related to education, and research policy and practice
- Ability to multi-task, manage workflow, and identify and respond quickly to opportunities
- Computer and word processing skills with a high level of proficiency in Word, Excel and PowerPoint software
- Ability to build productive working relationships and engage with internal and external stakeholders (including senior staff)
- Fluent communication skills in both spoken and written English and Korean
- Ability to translate, edit and proof-read English-Korean/Korean-English documents

Special Requirements

It is highly desirable that applicants have the following:

- Knowledge of Australian education, society, culture, government 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