



Embassy of Australia  
Seoul

## Job Vacancy

### Public Diplomacy Officer

#### Position Description

<b>Reports to:</b>	Deputy Head of Mission
<b>Position title:</b>	Public Diplomacy Officer
<b>Position number:</b>	SE022
<b>Position level and Salary:</b>	Locally Engaged 3 level with a starting salary of KRW 43,182,984 per annum
<b>Employment period:</b>	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 a 3-month probation period

#### 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 your full name and the position title in the subject line</u>
<b>Proposed published date:</b>	04/01/2023
<b>Proposed closing date:</b>	Close of business on Wednesday 25 January 2023 <u>Applications received after the closing date will not be considered</u>

#### Requirements

Applications must include **all** of the following:

- Completed Embassy application form
- A written statement (no longer than two typed pages) directly addressing why you are the best person for the job, 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

- Contribute to the Australian Embassy Seoul's Public Diplomacy (PD) social media operations and public messaging
- Assist with video production, including pre-production and production of creative video content to boost Korean public engagement on Embassy digital platforms, and work with contractors undertaking outsourced post-production editing
- Use graphic design software and techniques to turn ideas and public messages into engaging short (<20 sec) and medium/long-form visual content (2-5 mins) for use on Embassy platforms
- Generate supporting captions and promotion plans
- Support the social media team by providing back up photography services, image editing and caption drafting
- Administrate PD section inventories, collections, collateral, etc
- Develop and maintain relationships across a broad range of internal and external stakeholders including universities, alumni associations, media and business
- Assist with the delivery of scholarship and alumni events and activities to strengthen relationships that improve insight into Australian society
- Other duties as directed

## Position Requirements

### Competencies

- Fluency in both spoken and written English and Korean, with the ability to communicate professionally
- Experience in public relations, including social media, media and events
- Ability to organise and prioritise workloads and other resources to complete given projects in a timely manner and on budget; and to work effectively under pressure
- Well-developed interpersonal skills; flexibility; adaptability; and ability to operate effectively within a work team

### Special Requirements

- Experience using Adobe Photoshop, Lightroom and other third-party adjustment apps for photo editing
- Experience using Adobe Premiere for medium form video and mobile quick-editing apps for 'made for Instagram' stories and short-form video content
- Experience and knowledge of Australia

## 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