



Embassy of Australia
Seoul

Job Vacancy

Assistant Director (Agriculture)

Position Description

Reports to:	Counsellor (Agriculture)
Position title:	Assistant Director (Agriculture)
Position number:	SE045
Position level and Salary:	Locally Engaged 6 level with a starting salary of KRW68,090,000 per annum, or Locally Engaged 5 level with a starting salary of KRW59,588,000 per annum Please note that the job level and salary will be determined after the evaluation of relevant professional experiences and qualifications
Employment period:	The position is for an initial period of 12 months, and may be extended 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:	18 February 2021
Proposed closing date:	Opening of business (9am) on Friday 12 March 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

- Maintain awareness of longer-term strategic and technical market access outcomes and issues in Korea that are of interest to the Australian agriculture sector
- 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 food policies and agricultural issues
- 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, maintain and strengthen strategic relationships, negotiate and liaise across a broad range of stakeholders including government ministries, political circles, business circles, universities, research institutes, and industry organisations to provide an avenue for effective Australian contributions on key priorities and developments
- Manage and 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
- Represent and promote Australian interests at a range of forums, events and meetings and provide advice on Australian participation, operational and policy issues
- Develop and manage logistical and program arrangements for visits by ministers, senior government officials and industry representatives, including providing translation and interpreter support, as required
- Support and contribute to priority setting and planning in Embassy wide activities and events and work with relevant areas of the Embassy including Austrade, the Economic Section and the Public Diplomacy Section
- If required, supervise and lead a small team, establish work priorities, monitor performance, provide regular feedback and identify learning opportunities for team members
- Perform other duties as required including managing and responding 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
- 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
- An understanding of Korean bureaucracy and business practices

Special Requirements

It is highly desirable that applicants have the following:

- 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

Notes

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