



AUSTRALIAN EMBASSY  
GREECE

**Information for Applicants**  
**VACANCY**

Agency	Department of Foreign Affairs and Trade
Location	Australian Embassy, Athens, Greece
Position number	5050
Title	Public Diplomacy and Visits Officer
Classification	LE4 ( €28,446 - €30,791, annual, gross)
Status	Full-time, 36.75 hours per week, part-time may be considered
Reports to (title)	Deputy Head of Mission (DHOM), Political Section

**About the Department of Foreign Affairs and Trade (DFAT)**

The role of DFAT is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high quality overseas aid program and helping Australian travellers and Australians overseas. The Department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional and bilateral interests.

**About the Position**

This position is responsible for developing and implementing the public diplomacy program at the Australian Embassy, Athens, Greece to promote and enhance Australia's profile and interests in Greece, Bulgaria and Romania. Duties also include organising official events and coordinating programs for visiting officials.

**Key responsibilities of the position include, but are not limited to:**

- Develop and implement the annual public diplomacy strategy and program in conjunction with the DHOM and report on activities and events.
- Plan and execute annual commemorative events in conjunction with the DHOM.
- Manage the public diplomacy budget and associated reporting requirements.
- Monitor local media sources to identify cultural developments which may maximise public diplomacy opportunities.
- Manage and develop the public diplomacy and cultural content of the Embassy's social media pages in conjunction with DHOM.
- Coordinate visits to non-resident accredited countries for diplomatic staff as required.
- Support official visits to the Embassy in coordination with other members of the Political/Public Diplomacy Section by preparing programs for official visitors, including making appointments and providing logistical support.
- Develop and maintain contacts with relevant Departments, Ministries, and private organisations within Greece and countries of non-resident accreditation
- Provide interpretation and translation duties for the Ambassador and visitors, as required.
- Provide backup support to the HOM EA and Political Officer during periods of absence.

### **Qualifications/Experience**

- Demonstrated experience and qualifications in public affairs, communications or equivalent and public events delivery.
- Demonstrated ability and experience in the development and preparation of programs for senior visitors.
- Possess communication and organisational skills of a high order.
- Ability to research, analyse and interpret information.
- Demonstrated ability to translate and interpret between English and Greek.
- Sound interpersonal skills and the ability to establish and maintain effective stakeholder relationships.
- Ability to prioritise and meet tight deadlines.
- High level of initiative and ability to work independently within a small team

### **What we offer**

- A diverse and inclusive workplace and attractive terms and conditions package.
- Exciting and fulfilling work in a diplomatic mission.

### **How to apply**

Applications should be submitted via email to [ae.vacancy@dfat.gov.au](mailto:ae.vacancy@dfat.gov.au) by Friday 3 November 2017, by 11:59PM. Please note that late applications will not be accepted.

As part of your application, you will need to provide:

- A completed *Application for Locally Engaged Staff Employment* that includes your personal details, education details, the details of two professional referees and a 'one page pitch'.
- A CV, of no more than two pages, outlining relevant work experience and skills.

### **What to include in the one page pitch**

Your one page pitch is your chance to tell us why you are the right person for the job. We want to know why you want to work at the Australian Embassy, why you are interested in the role, what you can contribute and how your attributes, skills, knowledge, experience and qualifications would ensure success in the role. Your response should include two to three examples that demonstrate your ability to meet the skills required in the position description. You do not need to use a different example to demonstrate each of the skills required, one example could demonstrate a range of skills we are looking for. Try not to duplicate information that can already be found in your resume, but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

### **How will your application be assessed?**

Your application will be assessed on your ability to demonstrate that you possess, or have the potential to develop the required skills, knowledge, experience and qualifications to perform the role. If your application is shortlisted, you will be asked to attend an interview and to undertake further assessment, including a written task to test your ability to perform the role.

If short-listed for interview, your referees may be contacted to validate your claims in your application and at interview. It is important that you advise them you have applied for the position and that you feel confident they will be able to support your application.

***Only those applicants selected for interview will be contacted.***

**Who to contact**

If you require more information about the position, or if you experience any difficulties submitting your application, please email [ae.vacancy@dfat.gov.au](mailto:ae.vacancy@dfat.gov.au).

**Things to note**

Locally Engaged Staff (LES) are expected to adhere to the LES Code of Conduct and employment principles in terms of performance and standards of behaviour. The successful candidate will be required to provide a police check prior to engagement.

The successful candidate will be flexible and prepared to contribute to the wider development of the work of the Australian Embassy.

**Diversity**

We are committed to building a diverse workforce and to fostering a positive workplace where people treat each other and the community with respect. Our recruitment decisions are made on the basis of merit and we do not discriminate on the basis of race, colour, sex, sexual orientation, gender identity or intersex status, age, physical or mental disability, marital status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin. Our employees enjoy equity and fairness in the workplace, opportunities for professional development, and support to balance their work and private lives.