

**AUSTRALIAN HIGH COMMISSION – KUALA LUMPUR**

Senior Public Affairs and Policy Support Manager

The Australian High Commission in Kuala Lumpur invites applications for the position of Senior Public Affairs and Policy Support Manager to lead the Public Diplomacy and Policy Support (PDPS) section for a start date as soon as possible.

The terms of employment will be in accordance with the Kuala Lumpur Based Terms and Conditions of Employment. Employment will be offered on on-going basis at the LE6 level with an annual salary in the range of RM108,871 to RM117,845. Continued employment is subject to successful completion of a 6 month probation period.

The Australian High Commission in Kuala Lumpur offers an attractive conditions package that includes recreation and medical leave, and medical benefits.

The Australian High Commission in Kuala Lumpur will not be responsible for any costs incurred on relocation costs, accommodation arrangements nor the return of the officer to their country of origin.

**Job Description**

The position is a Locally Engaged Staff position within the High Commission. Under general direction, the Senior Public Affairs and Policy Support Manager would assist the Counsellor Political/Economic in leading and managing the PDPS team and in developing and implementing the High Commission’s public affairs strategies.

**Tasks and Functions**

* Set priorities for, and manage, PDPS section staff, including through overseeing:
	+ the effective monitoring of Malaysian media and media developments and the maintenance of up-to-date information on key media figures, organisations and media landscape;
	+ online engagement, including social media and website platforms;
	+ management of public diplomacy events and representational functions;
	+ high quality monitoring, analysis and reporting of domestic Malaysian political and economic developments; and
	+ excellent coordination, organisation and management of high-level visits;
* Lead the development, implementation and evaluation of the annual public diplomacy strategy, activities and projects, including e-diplomacy and digital media strategies and alumni and New Colombo Plan activities, and oversee the public diplomacy budget, forecast, allocation and reporting requirements;
* Lead the management of High Commission public diplomacy and representational events, including the annual Australia Day function;
* Provide high-level specialist and strategic support, guidance and advice on, and identify opportunities and drive innovative approaches to public affairs matters involving Australian Government departments, the Government of Malaysia, international and national media and other key external stakeholders;
* Identify problems and opportunities for Australia in the Malaysian media, liaise with media and other agencies on issues of importance to Australia, and prepare strategies to deal with such issues;
* Manage media events including during high-level visits and facilitate proactive media coverage;
* Undertake regional travel, as required;
* Build and maintain a network of internal and external stakeholders;
* Represent the Australian High Commission at external meetings and events; and
* Other duties as required.

**Selection Criteria**

## Professional qualifications in communications, public relations, marketing, journalism or a related degree and/or demonstrated specialist expertise, knowledge or experience in strategic communications, public relations or events management

## Demonstrated ability to lead a diverse team to deliver results

## Excellent written and oral communications skills, including high-level English and Malay language abilities

## High-level liaison, representation and interpersonal skills

## High-level understanding of the Malaysian political, economic, media and cultural environments

* High-level understanding, or a demonstrated ability to acquire such understanding quickly, of Australian Government priorities in Malaysia and the South East Asian region.

**VISA INFORMATION**

To work at the Australian High Commission, it is a requirement to hold a work permit/visa. The successful candidate has to make his/her own visa arrangement to legally work at the High Commission. The High Commission will provide a supporting letter to facilitate the visa arrangement but will not get involved or guarantee in the process of getting a work permit/visa. The successful candidate is responsible for his/her travel and accommodation arrangements.

**PREPARING YOUR APPLICATION**

**Your application should include:**

1. Employment & Qualification Background - Complete Attachment A

The form is attached for completion.

1. Statement of Claim against the Selection Criteria - Complete Attachment B

In this statement, which should not exceed two (2) pages, you will describe in your own words, why you believe that you are a suitable candidate for the advertised position and how you meet each individual selection criteria.

**Statements of claim that do not address all of the selection criteria will not be taken into consideration.**

***The Statement of Claim is the centre piece of your application and should be presented in a concise and focussed manner.*** *In preparing your statement of claims, you* ***must*** *address each selection criteria and should highlight relevant experience and training; you may also include examples of work you have done and demonstrate how your contribution resulted in a positive outcome for your employer. Your statement of claims should be written in English.*

1. Provide contacts for two referees - Complete Attachment C

You need to provide contacts for two referees who are familiar with your professional as well as personal skills and competence. In most cases referees are not contacted unless you are shortlisted for the position, however if we have a tight timeframe we may contact referees before interviews.

1. *Optional* Equity and Diversity Data Sheet - Attachment D

The form is attached.

The Equity and Diversity data sheet is not compulsory, however, it helps us to ensure we are targeting a diverse range of potential employees and it enables applicants to bring to our attention any specific needs they might have – for example highlighting any disabilities which may need to be taken into consideration at the interview venue.

**Your completed application package must be emailed by 5:00pm 11 December 2015 (Kuala Lumpur time) to** ahckl.admin@dfat.gov.au

**Late or incomplete applications will not be taken into consideration.**

**We thank all applicants for their interest; however only those selected for an interview will be contacted. The Australian High Commission in Kuala Lumpur is committed to protecting the privacy of your personal information. Information provided will be used for recruitment and employment purposes only.**

**ATTACHMENT A Employment & Qualification Background**

**1. Personal Particulars**

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| --- | --- | --- |
| Title | **Surname** | **Given Name(s)** |
|       |        |       |

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| **Contact Details – address, telephone contact details, email address** |

**2. Current Employment**

|  |  |  |
| --- | --- | --- |
| **Month/Year****Commenced** | **Employer** | Position |
|       |       |       |
| Brief Description of your duties |
|       |

**3. Previous Positions Held (including movement within an organisation)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month/Year****Commenced** | **Month/Year****Finished** | Employer | **Position** | **Level** |
|  |  |  |       |       |
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**4. Academic Qualifications**

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| --- | --- | --- |
| **Year Received** | **Qualification** | Institution |
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**5. Languages**

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| --- | --- |
| Language | **Proficiency Level** |
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**6. Other** e.g. Awards, Academic Appointments, Publications, Professional Associations, etc

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**ATTACHMENT B Statement addressing Selection Criteria**

**ATTACHEMENT C Referee contacts**

Please provide the names and details of two referees whom the High Commission can contact if you are short listed for the interview.

**Referee 1**

|  |  |
| --- | --- |
| Full name of Referee: | Relation to Applicant (employer/supervisor): |
| Occupation (Position and company): | Phone: |
| Email:  |  |  |

**Referee 2**

|  |  |
| --- | --- |
| Full name of Referee: | Relation to Applicant (employer/supervisor): |
| Occupation (Position and company): | Phone: |
| Email:  |  |

**ATTACHMENT D Equity and Diversity Data Sheet**

The Australian High Commission is committed to providing a fair, flexible, safe and rewarding workplace and actively encourages a working environment that is free from harassment and discrimination. The High Commission recognises diversity and the benefits associated with building a workforce that reflects this diversity.

Measures are taken to eliminate employment-related disadvantages on the basis of gender, race or ethnicity, or physical or intellectual disability. To ensure these measures are effective, statistical information about the employment of people in these groups is required. You are not obliged to complete this form, however, by doing so you will help ensure the data collected reveals an accurate reflection of the diversity of our workforce.

**Gender:** M F

**Are you an Australian citizen:** Yes No

**Were you born in Australia:** Yes No

**If you are not an Australian, what is your nationality? ………………………**

**Is English your first language:** Yes No

**Do you have a disability?** Yes No

**(Note: Please indicate below any special requirements you may have at interview.)**

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*NOTE: In accordance with the Commonwealth Privacy Act, these details will not be disclosed to other agencies, persons or organisations. Composite statistical data will be used for reporting purposes only.*