

**AUSTRALIAN HIGH COMMISSION – KUALA LUMPUR**

Public Diplomacy Manager

The Australian High Commission in Kuala Lumpur invites applications for the position of Public Diplomacy Manager 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 an on-going basis at the LE5 level with an annual salary in the range of RM97,596 to RM105,648. 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 hometown or country of origin.

**Job Description**

The position is a Locally Engaged Staff position within the High Commission. Reporting to the Senior Public Affairs and Policy Support Manager, the Public Diplomacy Manager would, under general direction, plan and implement the High Commission’s public diplomacy program.

**Tasks and Functions**

* Develop and implement the High Commission’s annual public diplomacy strategy. As part of this work:
	+ Generate ideas and opportunities for the High Commission’s public diplomacy program
	+ Manage projects, visits and events linked to the High Commission’s public diplomacy program
	+ Manage, monitor and report on the public diplomacy budget
	+ Evaluate and report on public diplomacy activities
	+ Build and maintain a network of internal and external public diplomacy stakeholders
	+ Research and prepare a range of public diplomacy materials including publications, briefs, summaries, public diplomacy visit programs
	+ Draft speeches, talking points, articles and letters relating to public diplomacy activities
* Provide support for high-level visits;
* Represent the Australian High Commission at external meetings and events;
* Undertake regional travel, as required; and
* Other duties as required.

**Selection Criteria**

## Demonstrated ability to manage projects and events, including problem-solving skills.

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

## Demonstrated drive, initiative and creativity.

## High-level stakeholder management, representation and interpersonal skills.

## Understanding of the Malaysian political, economic, media and cultural environments, or a demonstrated ability to acquire such understanding quickly.

* Understanding of Australian Government priorities in Malaysia and Southeast Asia, or a demonstrated ability to acquire such understanding quickly.

**Highly Desirable**

## Professional qualifications in events management, project management, communications, public relations, marketing, journalism or a related degree; and/or

## Demonstrated expertise, knowledge or experience in events management or project management.

* Bahasa Malaysia language abilities.

**EQUAL EMPLOYMENT OPPORTUNITIES**

The High Commission recruitment decisions are made on the basis of merit and we do not discriminate on the grounds of gender, age, race, ethnicity, sexual preference, religion or disability. Our employees enjoy equity and fairness in the workplace, opportunities for professional development, and support to balance their work and private lives.

**VISA INFORMATION**

To work at the Australian High Commission, non-Malaysian nationals must hold a work permit/visa. Successful candidates are required to make their own visa arrangements to work legally at the High Commission. The High Commission will provide a supporting letter to facilitate the visa arrangement but will not otherwise be involved in the process of obtaining a work permit/visa. Successful candidates are responsible for their 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.

**Your completed application package must be emailed by 6:00pm 6 July 2018 Kuala Lumpur time) to** ahcklrecruit@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**

|  |  |  |
| --- | --- | --- |
| 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.*