

**AUSTRALIAN HIGH COMMISSION – KUALA LUMPUR**

Events Coordinator to the High Commissioner

(Fixed-Term Contract)

The Australian High Commission invites applications for the position of Events Coordinator to the High Commissioner in Kuala Lumpur. The position is to commence as soon as possible.

Under the Department of Foreign Affairs and Trade (DFAT), the role of the Department 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.

The Australian High Commission currently offers an attractive conditions package that includes recreation/medical leave, medical benefits and bonus. Employment will be offered on a contract basis for an initial one (1) year period with the possibility of renewal, at a Level 3 locally engaged staff position (LE3) with a monthly salary of RM4,710. Continued employment is subject to successful completion of a three (3) months’ probation period.

The Australian High Commission will not be responsible for any costs in relation to relocation, accommodation arrangements nor the return of the officer to their hometown.

**Job Description**

The Events Coordinator will work closely with the Executive Assistant (EA) on the day-to-day operations of the High Commissioner’s office, planning and managing events on behalf of the High Commissioner besides other administrative duties relevant to this position.

**Tasks and Functions**

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

* Arrange and coordinate High Commissioner’s official functions.
* preparation and dispatch of invitations with appropriate follow-up;
* coordination of planning and logistics for official functions at the residence, Australian High Commission or other venue;
* work as part of a team with the High Commissioner’s residence staff providing support and direction as necessary.
* Assist the High Commissioner’s EA in the efficient management of the High Commissioner’s office.
* program and appointment coordination;
* liaison with Malaysian Government officials, other missions and private sector contacts in support of the High Commissioner’s program and activities;
* maintain official gifts storage cupboard and prepare gifts as required.
* Assist the High Commissioner in management of the High Commissioner’s domestic staff establishment.
* liaising with domestic staff on behalf of the High Commissioner;
* ensuring annual health checks are undertaken;
* maintain register of High Commissioner’s domestic staff TOIL/leave balances.
* Coordinate major events invitation list.
* ongoing updating and maintenance of the invitation list database;
* coordination, preparation and dispatch of invitations with other sections and agencies;
* assistance with other logistical arrangements
* Maintain the Salesforce Database (repository for key Malaysian contacts) on behalf of the High Commissioner, Deputy High Commissioner and Senior Political/Economic officers.
* Preparation of quarterly representation returns on behalf of the High Commissioner and Deputy High Commissioner.
* Demonstrate flexibility and an ability to work in a team environment.
* be familiar with the duties and responsibilities of the Executive Assistant, and perform (short term) or assist in this role when required;
* manage stationery orders for event materials i.e. place cards, menu cards etc.
* Perform other duties and projects as directed.

**Selection Criteria**

1. Significant work experience in a similar role, or equivalent, demonstrating planning, coordination, event management, hospitality and effective communication skills.
2. Highly desirable experience in event management and the hospitality industry
3. Demonstrated ability to liaise effectively with stakeholders within Government, other Foreign Missions and private organisations (such as airlines, hotels, event planners, caterers).
4. Demonstration of a customer focus and excellent interpersonal skills with a good attention to detail and proven problem-solving skills.
5. General knowledge of Malaysia’s politics and society with a good knowledge of protocol issues such as titles, hierarchy, etiquette and culture in an Australian/Malaysian context.
6. Ability to work as part of a team and work with limited supervision.
7. Strong oral and written communication skills in English; and fluency in Bahasa Malay.
8. Good knowledge of internet tools and well-developed computer skills and highly skilled software (Microsoft Office, Outlook,).

**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.

**PREPARING YOUR APPLICATION**

**Your application should include:**

1. Employment & Qualification Background - Complete Attachment A

The form is attached for completion.

1. **Curriculum Vitae (CV)** outlining personal details, relevant work experience, educational qualifications and skills (minimum two pages).
2. **A One (1) to Two (2) Page Pitch** of no more than 1000 words addressing the selection criteria above. Your statement should address how you have the skills and knowledge relevant to the position’s responsibilities, with reference to your relevant qualifications and experience.
3. Provide contacts for two referees - Complete Attachment B

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 C

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, 19 October 2025 (Kuala Lumpur time) to** ahcklrecruit@dfat.gov.au

**Late or incomplete applications that do not address the selection criteria 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 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**

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

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

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| --- | --- | --- | --- | --- |
| **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 Referee contacts**

**ACHMENT B 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 C 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.*