



AUSTRALIAN EMBASSY MANILA

Applications are invited for a **Public Affairs Manager position** at the Department of Foreign Affairs and Trade (DFAT) of the Australian Embassy in Manila.

The successful candidate will be primarily responsible for managing the Embassy's active public diplomacy program, which includes major promotional and cultural relations activities, and effective projection of Australia through the media. Candidates should be able to demonstrate strong management and interpersonal skills.

The successful candidate will be offered a locally competitive monthly salary with entitlement to leave, performance bonus, comprehensive health insurance and other conditions as per the locally engaged staff conditions of service. The position is offered initially for a three month probationary period.

The Job description and Selection Criteria are found at page 2 of this advertisement.

Interested parties should submit a written application setting out clearly the claims against each of the selection criteria together with a résumé, transcript of records with names of two referees and their contact details. Applications that do not address each of the selection criteria will not be considered. All applications should be forwarded on or before 8 December 2008 to e-mail address manila.recruitment@dfat.gov.au

The selection process will be strictly merit-based. Both internal and external applications will be considered.



Classification: LE Broadband Level 4

Position Number: 9744

Designation: Public Affairs Manager

Supervisor: First Secretary (Political) with some reporting functions to the Head of Mission

I. Purpose of the Job:

To ensure an active public affairs and cultural relations program of the Embassy

II. Duties and Responsibilities

- Responsible for the management of the Public Affairs staff and other resources, including Public Affairs section budget
- Responsible for an active public diplomacy program, including cultural relations activities
- Promote Australia through the local, Australian and International media
- Provide media support for the Embassy's activities including during high level visits

III. Selection Criteria:

- Be an excellent communicator, with high level of written and oral communication skills
- Have strong interpersonal and management skills
- Possess a good understanding of public relations and events management principles and a capacity to apply those principles to the task to promoting Australian interests
- Be a demonstrated self-starter, with the ability to lead and motivate staff
- Hold a university degree

IV. Working Condition

- Office environment