Public Affairs and Visits Officer

Job description
As a member of a small team supporting Australian diplomatic officers, the Public Affairs and Visits Officer would develop and implement the Embassy’s public diplomacy program. Duties would include the following:

• Manage the Embassy’s public diplomacy program in a timely, effective and resource-maximising manner
  o respond to a broad range of information requests
  o maintain and organise public affairs resource materials
  o develop and implement post’s public diplomacy program
  o develop and maintain an extensive network of contacts in the arts and cultural sector
  o manage the Embassy website and social media strategy
  o assist to develop media strategies, including for specific events/visits
  o assist in planning for Embassy functions and receptions.

• Establish and maintain a network of contacts in the Chilean media in order to promote Australia’s interests
  o act as media liaison officer during visits by Ministers or other senior officials from Australia, as required
  o organise press conferences and draft press releases as required.

• Organise programs for visits to Chile, Colombia, Ecuador and Venezuela for Embassy staff and visitors.

• Conduct targeted research on a range of political and economic issues in Chile, Colombia, Ecuador and Venezuela.

• As required, undertake translation tasks from English to Spanish and Spanish to English, and act as an interpreter for Australian officers and visitors.

Essential requirements:
The candidate should meet the following essential criteria:
• Language: Superior oral and written proficiency in Spanish and English;
• Education: A university degree;
• Experience: A minimum of two years’ work experience.
Desirable characteristics:
Familiarity with Australia is not essential, but may be an advantage. Demonstrated experience in public affairs/journalism/international relations or a similar area may be an advantage.

Conditions of Employment:
The salary will be approximately CLP 1,300,000 per month, plus meal allowance, dependent on experience and qualifications. An offer of employment would be subject to the successful completion of a police check and probity assessment. Applicants must be permitted to work under Chilean law. Relocation costs will not be covered by the employer. The position will include a three month probation period.

How to apply:
Candidates must send, before the closing deadline, an email containing the following two attachments in Microsoft Word or PDF format:

1. A cover letter, in English, of no more than 1000 words, which addresses the following selection criteria, including relevant examples:
   a) Superior oral and written communication skills in Spanish and English, including translation
   b) Development and maintenance of effective interpersonal relationships with team members and external clients;
   c) Ability to develop visit programs with attention to detail and limited direction
   d) Strong organisational and administrative abilities, including management of competing priorities
   e) Strong networking and research abilities, including the ability to produce concise summaries against modest deadlines.

2. A current résumé of no more than two pages, in English, including the names and contact details of two referees. The selection committee will not contact referees prior to an interview round.

Please write in the subject line of the email: “Vacancy Public Affairs Officer: Surname, First name” and send it to vacancy.santiago@dfat.gov.au*

Shortlisted candidates will be invited to interview and complete a written exercise in early May.

Applications close at 12 noon (Santiago time), Monday, 14 April, 2014.

*There is a file size limit of 5MB per email, please make sure your email does not exceeds this limitation or your application will not reach our mailbox.