

Australian Embassy, Addis Ababa

Agency	Department of Foreign Affairs and Trade
Position number	PN20581
Title	Administrative and Public Diplomacy Officer
Classification	LE4
Section	Policy
Reports to (title)	Third Secretary (Policy/PSA)
Current Occupant	Reclassification

About the Department of Foreign Affairs and Trade (DFAT)

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

About the position

The Public Diplomacy Officer works under direction, with responsibility for planning and implementing post's public diplomacy strategy, communications and related activities for the Australian Embassy in Ethiopia and countries of non-resident accreditation. The occupant will ensure public diplomacy messages promote a better understanding of Australia's culture, values and capacities in Ethiopia and globally, monitor the Australia/Ethiopia relationship as portrayed via media sources, and build relationships and networks to advance Australia's interests and value.

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

- Develop and plan public diplomacy strategies and programs to promote Australia's interests.
- Establish, build and maintain strong working relationships with key internal and external stakeholders.
- Prepare high-level communication strategies and publicity materials for the Embassy online and social media outreach in both English and Amharic
- Manage the Australian Embassy's dual-language social media presence on the Embassy's internet page, Facebook and Twitter accounts
- Manage photographic and document storage in accordance with Australian Government requirements
- Assist with organisation and execution of public diplomacy events
- Manage and monitor public diplomacy budget forecasts and expenditure
- Provide interpreting and translation services for high level visits and other events as required
- Contribute to the development, implementation and review of corporate policies and practices
- Working closely with the Human Resource Section on all elements of human resource management in accordance with post policies, departmental best practice and all applicable employment laws.

- Prepare invoices/claims for payment, ensuring accuracy and timeliness. Maintain accounting records and ensure expenditure is recorded against appropriate codes. Liaise with staff and suppliers to reconcile any invoicing discrepancies.
- Provide back-up IT support as required
- Perform other duties as required

Qualifications/Experience

- Tertiary qualifications or equivalent knowledge/expertise in journalism, communications, media, political science, international relations or public relations
- Excellent written and communications skills in English and Amharic languages
- Strong IT skills including social media account management
- Proven organisational and project coordination skills, and ability to handle multiple tasks and prioritise effectively to meet deadlines
- Well-developed interpersonal skills; flexibility; and adaptability
- Ability to operate effectively within a team and across teams