



Office Circular No 07/18

Vacancy: Public Diplomacy and Visits Officer

The Australian Consulate-General, Mumbai, is seeking applications from suitably qualified candidates for the position of Public Diplomacy and Visits Officer at the Australian Consulate-General, Mumbai. **This is a contracted position for six months with the possibility of an extension.**

Applicants are advised to read the Position Description prior to submitting an application. The application should include a one page summary of how your experience and qualifications make you suitable for the responsibilities of the position. A competent level of English and Hindi is mandatory and an ability to speak Marathi, Konkani and/or Gujarati would be desirable.

The monthly salary offered for this position is **INR 63,242.**

The Australian Consulate-General is an equal opportunity employer and is committed to workplace diversity. This is a core element of the Consulate-General's (ACG) personnel policies and programs. Clear objectives, mutual respect, good communication and team work are the characteristics of workplace diversity in action.

HOW TO APPLY

Applicants must submit to the HR Manager by Friday, **23 March 2018** the following documents in Microsoft Word format with subject header '**Public Diplomacy and Visits Officer**' to AHCJOBS.NDLI@dfat.gov.au

1. A one page summary of how your experience and qualifications make you suitable for the responsibilities of the position.
2. A curriculum vitae detailing your contact details, work experience, academic qualifications and the names and contact details of two professional referees.

Applications not meeting these criteria will not be considered. No late applications will be accepted and only short listed candidates will be contacted.

Public Diplomacy and Visits Officer, Mumbai – March 2018

Agency	Department of Foreign Affairs and Trade
Position number	MB09
Title	Public Diplomacy and Visits Officer
Classification	LE3
Section	N/A
Reports to (title)	Deputy Consul General

About the Australian Government's 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

Implement the Consulate-General's public diplomacy program including by organising visits, programs and engaging with the media to advance Australia's public diplomacy objectives.

Assist with official visit programs to India through efficient and effective administrative and logistical support in consultation with internal and external stakeholders.

Responsibilities of the position will include, but are not limited to:

- Plan and manage public diplomacy events and programs.
- Arrange effective media coverage of Australia-India relations and liaise with media as required.
- Manage the Consulate-General's website and contribute to the Consulate-General's social media presence.
- Assist in building links and engaging with Australian alumni.
- Assist in planning and organising official visits, including by arranging appointments, accommodation and transportation.
- Other duties as directed.

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Qualifications/Experience

- Relevant tertiary studies and/or experience highly desirable.
- Ability to work independently and also as part of a team with limited supervision.
- Strong verbal and written communication skills. An excellent command of English is required. Command of Hindi, Marathi or Gujarati is useful.
- Strong organisational skills, including demonstrated ability in managing events, programs and/or visiting delegations.
- Sound judgment and problem solving skills.
- Well-developed interpersonal skills to interact with senior government officials, industry representatives, academic and civil society representatives.