

## Position Description – Phnom Penh – September 2022

<b>Agency</b>	DFAT
<b>Position number</b>	PPDFAT26
<b>Title</b>	Executive Assistant to the Ambassador and Public Diplomacy Officer
<b>Classification</b>	LE4
<b>Section</b>	Political and Public Diplomacy Section
<b>Reports to (title)</b>	Ambassador (Head of Mission) / First Secretary - Public Affairs

### **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 position provides high-level executive support to the Ambassador, including organising official events and functions. The position also contributes to the Embassy's public diplomacy agenda, including campaign implementation and supporting the Embassy's social media and online presence under the direction of the First Secretary – Public Affairs.

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

- Prepare and manage the Ambassador's program and schedule of appointments, including arranging official appointments, and receiving official visitors at the Embassy.
- Coordinate briefings, talking points, speeches and draft correspondence
- Organise official Embassy events and functions, from small focused gatherings to large national day events.
- Under the direction of the First Secretary Public Affairs, assist to develop and implement the Embassy's public diplomacy program, including campaign implementation and evaluation.
- Contribute to the Embassy's social media and online presence, looking for creative ways to increase public understanding of Australia's foreign affairs and trade policies.
- Develop and maintain relationships with key contacts in government and private sector organisations, including media and alumni of Australian institutions.
- Identify cultural developments to maximise public diplomacy opportunities.
- Make travel arrangements for the Ambassador and other Australian officials
- Manage financial arrangements including the Ambassador's representation funds and the public diplomacy budget

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### **Qualifications/Experience**

- Candidates must be able to obtain and maintain an Australian security clearance and must therefore hold citizenship of Australia, Canada, New Zealand, the USA or the United Kingdom and be entitled to work at a diplomatic mission in Phnom Penh.
- Demonstrated prior experience and success in event management role/s in government and/or non-government organisations, including all aspects of planning, budget management and event delivery.
- Understanding of Australian Government public diplomacy policies, priorities and guidelines – including Australia’s Foreign Policy White Paper.
- Excellent leadership, communication, negotiation and problem solving skills, with a proven track record of effective stakeholder management skills, including government and private sector partners.
- Ability to work under pressure and meet deadlines.
- Proven organisational skills and ability to work - both independently and as a team member - to handle multiple tasks and prioritise effectively.
- Proven capacity to adapt to and implement change, demonstrating innovative approaches, courage and resilience.