



Australian Embassy

The Philippines

PUBLIC AFFAIRS OFFICER – VACANCY

The Department of Foreign Affairs and Trade (DFAT) within the Australian Embassy in Manila, Philippines is a lead agency managing Australia's international presence. DFAT is seeking a highly motivated and experienced person to fill the Public Affairs Officer position in the Political Section.

The **Public Affairs Officer (LE4)** is responsible for the implementation of the Embassy-wide Public Diplomacy strategy with a view towards raising Australia's profile and promoting policy objectives in media and public spheres. The successful candidate should have relevant work experience in public relations, event management or digital marketing, and campaign management.

Eligibility/ Other requirements

Further details on job description and selection criteria for the position can be accessed in the '*Applicant Information Pack*' located under job vacancies at the Australian Embassy website: <http://www.philippines.embassy.gov.au/mnla/aboutus.html>.

Terms of Employment

The position is a locally engaged staff (LES), not an Australian Public Service position, based in the Australian Embassy Manila office. The position is a full time assignment, with a permanent employment contract. The successful candidate is expected to commence as soon as possible. The successful candidate will be entitled to leave, comprehensive health and group life insurance and other conditions as per the locally engaged staff conditions of service.

How to Apply

Interested applicants must address the selection criteria, and detail suitability to perform the duties of the position including personal qualities, experience, skills and knowledge. The selection process will be strictly merit-based. Applications that do not address each selection criteria will not be considered. Information on how to apply for the job can be found in the '*Applicant Information Pack*' posted in the Embassy website, <http://www.philippines.embassy.gov.au/mnla/aboutus.html>.

Lodgement of applications and all position specific inquiries should be sent via email to manila.recruitment@dfat.gov.au or mailed/delivered to DFAT HR Section, Australian Embassy Manila, Level 23 Tower 2 RCBC Plaza, 6819 Ayala Avenue, Makati City 1200, Philippines by **Sunday, 8 July 2018, 11:59 pm.**

If you have not been requested to attend an interview within four weeks from the closing date, please assume that your application has not been successful. Only shortlisted applicants will be contacted.