



**Australian Embassy**

**The Philippines**

# Applicant Information Pack

Thank you for considering a career with the Australian Embassy, Manila.

This applicant information pack provides you with the information needed to apply for a job with us. It also contains helpful resources and details about our organisation, and helpful hints on our recruitment process.

## Current work opportunity available:

<b>Position Vacancy</b>	<b>Public Affairs Officer</b>
<b>Position Number</b>	<b>PN 9745</b>
<b>Closing date</b>	<b>Sunday, 8 July 2018, 11:59 pm</b>
<b>Employment status</b>	Locally Engaged Staff (LES) Permanent Employment
<b>Work level</b>	LE4
<b>Salary per month</b>	Php 51,368.00
<b>Completed applications should be sent to</b>	<a href="mailto:manila.recruitment@dfat.gov.au">manila.recruitment@dfat.gov.au</a> or DFAT HR Section, Australian Embassy Manila Level 23/Tower 2 RCBC Plaza 6819 Ayala Avenue Makati City 1200, Philippines
<b>Position specific enquiries</b>	HR Manager at <a href="mailto:manila.recruitment@dfat.gov.au">manila.recruitment@dfat.gov.au</a>

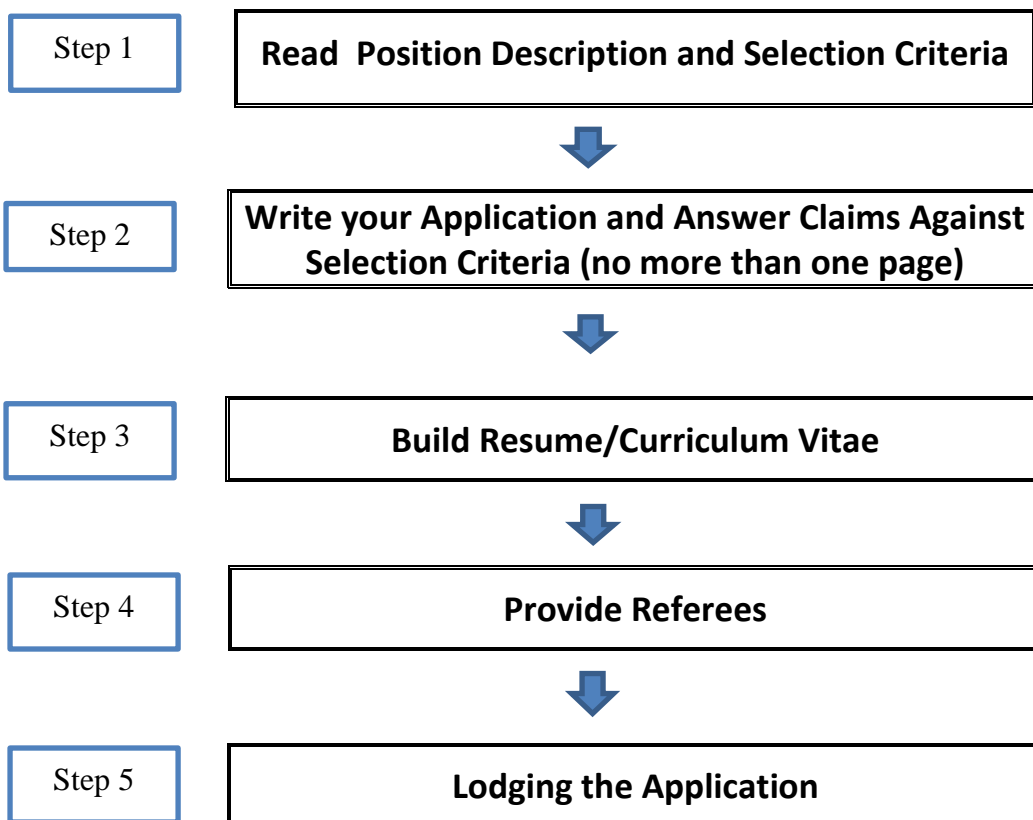
## About the Australian Government's Department of Foreign Affairs and Trade

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.

## Steps in applying for employment with the Australian Embassy – Manila

The following steps aim to assist applicants in preparing their documents and written applications.



# **Step 1. Read Position Description and Selection Criteria**

## **About the section**

The Political Section provides analysis and advice to the Australian Government on developments in the Philippines, including about how to strengthen Australia's broad-ranging relationship with the Philippines. It also takes the lead on managing and coordinating high-level visits. It encompasses the Public Diplomacy Unit of the Embassy and so is responsible for informing the public about Australia and the Embassy's work in the Philippines, and strengthening relationships between the people and Government of Australia and the Philippines.

## **About the Position**

Under the general direction of the Public Affairs Manager, the Public Affairs Officer 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 key responsibilities of the position include, but are not limited to:

- Develop and manage the implementation and evaluation of strategic public diplomacy campaigns including festivals, visit programmes, creative collaborations, seminars and other initiatives.
- Plan and coordinate public affairs and cultural events to promote the image of Australia, and monitor expenditure.
- Coordinate the management of the Australian Embassy's digital platforms (website, Facebook, Twitter and Instagram), including contributing to digital campaigns and content development.
- In collaboration with staff subject matter experts, research, develop and implement communication strategies and materials to raise the profile of Australia within assigned portfolios.
- Build productive partnerships and relationships on behalf of the embassy across media, government, non-government, private sector and other sectors.
- Provide assistance with appropriate reporting to Canberra and other stakeholders as required.
- Represent Australia and its interests at appropriate meetings and events when requested.
- Be an active part of the Public Diplomacy Unit by contributing to its wider work including acting as Public Diplomacy Duty Officer per roster.

## **Qualifications/ Experience**

- University degree or equivalent in communications, marketing, public relations or media
- Two to three years of relevant work experience in public relations, event management or digital marketing

## **Selection Criteria**

1. Demonstrated experience in in public relations, event management or digital marketing.
2. Experience in campaign management. Ability to deliver well-planned events under tight deadlines and changing priorities; knowledge of campaign management tools; corporate partner/institutional relationship management and budget awareness.
3. Knowledge of digital communication, awareness of digital trends and practical knowledge using digital tools (e.g. social media, content management system for websites) for brand-building.

4. Excellent communication and people skills, and an ability to produce high-quality written content in English.
5. Proven ability to work effectively in teams in cross-cultural environments.

## Step 2. Write the Application / Answer claims against the Selection Criteria

Your application is the first contact we will have with you. The statement of claims should demonstrate and summarise your claims against the selection criteria that describe the qualifications, knowledge, skills, abilities and experience required in a job. In responding to the selection criteria, you should describe with examples how your experience and skills meet the requirements of the job. One example may address several selection criterion.

Your responses to the selection criteria are the most important part of your application as they will be used along with your resume by the selection panel to shortlist applicants.

Do not forget to include your contact details, so we can call you if you are shortlisted for interview.

The email *cover letter* to your application must include the following:

- Application for LES employment template (personal information)
- One to two (1-2) page pitch template for written statement addressing all of the selection criteria

### How to address the selection criteria?

The key is to:

- demonstrate your capability by providing **evidence** of how you meet the selection criteria;
- provide specific details; and
- where possible, include an indicator of success or a result.

An easy way to do this is to use the **STAR** model - that is

<b>S</b> ituation	Provide a brief outline of the situation or setting
<b>T</b> ask	Outline what <u>you</u> did
<b>A</b> ction	Outline how <u>you</u> did it
<b>R</b> esult	Describe the outcomes

Conciseness is important; applications that exceed the specified word count may not be considered. There is no need to repeat what is in your resume/curriculum vitae.

**Applications that do not respond to the selection criteria will not be considered.**

## Step 3. Build resume/curriculum vitae

When you apply for a job, the employer will want to see your resume. Your resume (or Curriculum Vitae (CV)) outlines your skills, experience and accomplishments relevant to the job.

You should update your resume regularly, especially when you finish a job or complete a course. It should also be updated for each job you apply for.

## What to include in your resume?

Your resume should include your name and contact details, education, employment history and your referees' contact details. You can also include a statement of your career objective, computer skills, professional affiliations and other relevant skills. You could also include information about your hobbies and interests however this is not essential.

Key information that should be included:

• Contact details	• Education and training qualifications
• Career objective	• Demonstrated skills
• Employment history	• Special achievements

We do not require personal details such as date of birth, marital status, height, weight, religion and gender.

## Step 4. Provide referees

We require the contact details of two referees as part of our recruitment process. Referees may be used by the selection panel to validate the claims you have made in your application and interview. Your referees may include the following:

- Previous employer/immediate supervisor from current or recent previous employment
- Senior person as advisor/ mentor
- Colleagues in your previous work

When choosing referees, ensure they know you well and can be contacted easily. Contact your referees to let them know you've put their names down and to get their agreement to be named as a referee. You may also want to talk to your referee about the job you are applying for, the skills required and how you match the job's requirements.

**Note:** Only applicants who have been selected for interview may have their referees contacted.

### Referee details for be included:

	<b>Referee 1</b>	<b>Referee 2</b>
Name		
Position		
Contact details (Phone no and Email Address)		
Relationship to applicant (e.g. immediate supervisor from current or recent previous employment, or a senior person as advisor/mentor)		
Period known:		

## Step 5. Lodging the application

Once you have completed your application you should email the following attachments by the **closing date**:

- Application for LES Employment template (Personal Information and 2 work related referee details)
- One to two (1-2) page pitch template for written statement addressing all of the selection criteria
- Resume/ Curriculum Vitae

Completed applications should be submitted via email to [manila.recruitment@dfat.gov.au](mailto:manila.recruitment@dfat.gov.au). Attached documents must not exceed 5.0 MB and the subject line of your email should include: position applied for, position number, applicant's family name, first name and date (e.g PA Officer PN9745– Dela Cruz, Juan XX July 2018).

Alternatively, your completed application can also be sent to us by mail or courier to the address below. You should note however, the completed application must be received by the Embassy on or before the closing date and late applications will not be accepted. **We take no responsibility for any mail or courier service delays in delivering completed applications to the Embassy.**

DFAT HR Section, Australian Embassy Manila  
Level 23/Tower 2 RCBC Plaza  
6819 Ayala Avenue  
Makati City 1200, Philippines

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.