



## AUSTRALIAN HIGH COMMISSION, SINGAPORE

### Background

The Australian High Commission is the official representative of the Australian Government in Singapore. The High Commission provides a range of services to the general public and act on behalf of various Australian Government authorities by representing Australia's interests.

### Position Offered

The High Commission is seeking a professional and energetic individual to work as Public Affairs Manager, Media and Social Media. As the Public Affair Manager, you will drive the High Commission's media and social media engagement strategy across a range of traditional and new media platforms, advise on real-time media issues and helps promote Australia's interests in Singapore by maintaining relationships with some of our priority stakeholders, including media, government bodies, corporate partners, and other organisations.

This advertisement is for an existing vacancy. The job description and selection criteria are provided below.

### Job Description

- Develop and lead the implementation of the media and social media program elements of the High Commission's public diplomacy strategy, and ensure programs achieve desired outcomes with appropriate evaluation and reporting at post and with Canberra.
- Monitor, analyse and provide internal and external strategic advice on media, public speaking and social media opportunities and other matters of public engagement issues and activities.
- Build a network, and establish and maintain sound and responsive working relationships, with key stakeholders, including local media organisations and other stakeholders, business, relevant foreign correspondents, the Singapore Government, and other Government public relations contacts to support positive images of Australia in Singapore.
- Facilitate visits by Singapore media representatives to Australia, including assisting with the organisation of appointments with key strategic stakeholders.
- Prepare high quality briefs, talking points, speeches, reports, correspondence, fact sheets and targeted materials, and respond to general and non-sensitive media enquiries.
- Manage the design and content of the Australian High Commission websites, including updating content as required, such as media releases, event listings and other news.
- Assist with the planning, preparation and editing of targeted content for the High Commission's social media platforms, collaborating across the High Commission, and assisting with managing the day-to-day use of those platforms.

- Provide media support for ministerial and other high-level visits to Singapore, including liaison with media advisers, arranging media conferences, interviews and doorstops, and drafting transcripts.
- As requested, represent the High Commission at committees, meetings and events including briefing and negotiate with external contacts on issues relating to Australia's public diplomacy priorities.
- Support the High Commissioner, Deputy High Commissioner and Political-Economic Section, with engagements as required.
- Maintain a good working knowledge of current Australian and Singapore Government policies across the High Commission's interests.
- Assist in managing the High Commission's Public Diplomacy Budget and supervise the work of casual employees/contractors delivering specific public diplomacy engagements, as required.
- General administrative duties as required.

## **Selection Criteria**

- An undergraduate degree in either journalism, communications, marketing, public relations, or a related field, or commensurate professional experience.
- Excellent understanding of digital technologies and their capabilities.
- Demonstrated ability in using core digital media platforms (Twitter, Facebook, Instagram, LinkedIn), including using analytics to maximize outcomes.
- Excellent written, interpersonal, and verbal communications skills.
- Excellent leadership, communication, negotiation, and problem-solving skills, with a proven track record of effective stakeholder management skills.
- Superior ability to work under pressure and meet deadlines.
- Proven organisational skills and ability to work both independently and as a team member to manage multiple tasks and prioritise effectively.
- Proven capacity to adapt to and implement change, demonstrating innovative approaches, courage, and resilience.

## **Conditions of Appointment**

Employment at the High Commission is subject to the successful completion of a local police check and a medical clearance.

Normal hours of work are Monday to Friday 8:30am to 5:00pm. A two-year contract will be offered, however the successful completion of a six (6) month probation period is required.

A bonus of 1.5 months' salary is paid annually in December and additional performance-based salary increases or bonus are offered. This position is offered at the Locally Engaged Staff 5 level. Salary will commence at \$5264 per month but can be increased within the LE5 salary band taking into consideration relevant experience and qualifications of the successful candidate.

Should an expatriate be the preferred candidate for the position, the High Commission will sponsor the relevant employment visa with the Ministry of Manpower. However, the High Commission will not be responsible for any costs associated with employment, which includes but is not limited to costs associated with applying for a Singapore visa, any relocation costs to Singapore, nor any costs involved with the return of the employee and/or family to their country of origin at the end of an employment contract.

## **How to Apply**

The High Commission will establish a Selection Advisory Committee (SAC) to assess applications, conduct interviews, check referees and prepare a report for the delegate recommending the most suitable candidate.

**Please provide a written one-page pitch on why you are the most suitable applicant. Applicants must write no more than 750 words. Please note that applications failing to comply will not be eligible.**

**Information from referees forms an important part of the selection process. Applicants should carefully select two referees who can speak in detail regarding their skills and suitability for the role. Details about the current position and relationship of each referee should be provided, along with email and mobile phone contact details.**

Applicants are advised to carefully consider the selection criteria when preparing their application. Based on the information provided in applications received, the SAC will shortlist applicants for interview. Interviews are expected to take place October 2022.

Applications should include:

- Completed Job Application Pack
- One page pitch (maximum 750 words)

Applications should be submitted electronically to [recruitment.singapore@dfat.gov.au](mailto:recruitment.singapore@dfat.gov.au) or by post marked "Sensitive: Personal" to the following address:

Recruitment Manager  
Australian High Commission  
25 Napier Road  
Singapore 258507

Only those applicants short-listed for interview will be contacted. If you are not contacted within six weeks of the date of applications closing, you can consider your application unsuccessful. The selection process usually takes several weeks, and short-listed applicants will be advised of the final outcome.

If the position becomes vacant within 12 months of the date of this advertisement, an order of merit for this position may be considered for any similar vacancies.

Australian Government objectives, under which the High Commission operates, can be found on the Department of Foreign Affairs and Trade website ([www.dfat.gov.au](http://www.dfat.gov.au)).

**Applications close midnight 9 October 2022.**