The Department of Foreign Affairs and Trade (DFAT) section of the Australian Consulate-General Shanghai is seeking an applicant to fill the following locally engaged position:

-       **Public Diplomacy, Research and Visits Officer (LE4)**

The above positions are open to Chinese and Australian nationals. Australian nationals must be able to obtain Chinese work visa/permit to be able to enter and remain in China to work for the Consulate. In considering this position, applicants should investigate the ability to obtain such documents under the current COVID-19 travel bans and visa restrictions.

The successful applicant will be offered an initial fixed term contract of 12 months with the possibility for extension and are subject to a probationary period.

The annual basic salary for LE 4 position is CNY 160,840 plus the employer’s social security contributions. Where the successful candidate is an Australian national who is also a non-tax resident, he/she will receive an allowance in lieu of the employer’s social security contributions. For an Australian national who is a tax resident, their superannuation contribution will be deducted from the monthly allowance.

Your application, written in English, must include:

·         A one page pitch of no more than 1000 words outlining how your skills, experience and qualifications make you the best person for the job;

·         Curriculum vitae; and

·         Contact details for two work-related referees (at least one should be your current or recent supervisor).

Applications should be emailed to acgshanghai.recruitment@dfat.gov.au. **You should indicate in the application your nationality. If you are an Australian citizen and are holding a valid Chinese visa, please advise the visa type.**

Enquiries, including about conditions of service, should be directed to Ms Teresa Dai on +86 21 2215 5262. The closing date for applications is **2pm, Tuesday, 15 September 2020**. Please consider your application unsuccessful if you have not received any contact from the Consulate by 31 October 2020.

**What should I include in my pitch?**

·         Your one page pitch is a chance to tell us why you are the right person for the job. We want to know why you want to work at the Australian Consulate General, why you are interested in the role, what you can offer us, and how your skills, knowledge, experience and qualifications are applicable to the role.  In a nutshell – why should we hire you?

·         Try not to duplicate information that can already be found in your resume, but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

**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**

Under direction of the Consul, the Public Diplomacy, Research and Visits Officer coordinates the Consulate’s public diplomacy and alumni engagement programs, plans the Consulate’s social media/newsletter content, and undertakes political, economic and trade research.

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

* Plan, develop and implement the Consulate’s public diplomacy strategy to promote Australia’s economic, creative and cultural, sporting, innovation and science, and education assets in East China, and to strengthen engagement with members of the Australia-China alumni community in East China.
* Proactively grow the alumni network in East China by organising alumni events and functions within Shanghai, connecting alumni with other Consulate events and by maintaining the alumni database.
* Develop and manage the Consulate newsletter, social media content, draft speeches, manage and coordinate appropriate media relations activities.
* In consultation with the Research, Visits and Public Diplomacy Team, undertake political, economic and trade research on key developments in East China and prepare high quality analytical reports and briefing
* Represent and promote the interests of Australia at a range of forums, events and meetings and provide advice on Australian participation
* Develop and strengthen strategic relationships, negotiate and liaise across a broad range of stakeholders to provide an effective Australian contribution on government including universities, alumni associations and government institutions
* Assist with the preparation of visit programs as required.
* If and when required, supervise/provide quality assurance to junior team members.

**Qualifications/Experience**

* Two or more years prior work experience in public affairs, communications or Australia-China policy roles.
* Well-developed understanding of Australia and the Australian Government’s foreign and trade policy goals.
* Understanding of the Australia-China bilateral relationship and China more broadly.
* Demonstrated research and analytical skills, with an economic or political focus.
* Ability to organise cultural events, and host education/trade/economic delegations, involving liaison with other organisations, planning, issuing invitations and implementation.
* Demonstrated ability to work with limited direction; flexibility, adaptability and initiative; ability to prioritise a busy workload, work under pressure and to meet deadlines with close attention to detail.
* Developed understanding of Chinese social media.
* Good knowledge of computer applications (including PowerPoint, Excel and Word and web-based applications (previous experience with mailchimp or website management not essential, but would be a strong advantage).
* Demonstrated ability to work in a cross-cultural team.
* Demonstrated ability to take initiative, recognise opportunities for improvement, and implement change.
* Fluency in English (both written and oral) is essential.
* Mandarin language skills would be highly regarded.