|  |  |
| --- | --- |
| **Agency** | Department of Foreign Affairs and Trade |
| **Location** | Australian Embassy, Beijing |
| **Position Number** | BJ1-064 |
| **Position Title** | Executive Events Officer |
| **Classification** | LE4 |
| **Section** | HOM Office |
| **Reports to (title)** | HOM Executive Assistant |
| **Status** | Ongoing, Full-time |
| **Gross Annual Salary** | RMB 177,306.00 (plus loading if applicable) |

**About the Australian 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.

DFAT 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 the direct supervision of the Head of Mission (HOM) Executive Assistant, the Executive Events Officer is responsible for coordinating all aspects of official and non-official functions and meetings from initial planning through to event completion, as required, by the HOM and HOM’s spouse.

Responsibilities include co-ordination of events at the Official Residence, the Embassy and other locations as required. The position is required to liaise with high-level guests and stakeholders, manage associated budgets and provide advice and guidance directly to Residence staff on all event management matters.

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

* End-to-end event management (planning, budget, delivery and acquittal) including developing guest lists, co-ordinating speakers, designing and issuing invitations, liaising with contract suppliers, room setup, printing of menus and place cards, developing seating plans, overseeing event set up, running the event and clean-up;
* Manage HOM’s representational budget and expenditure including adhering to procurement guidelines, managing the allocated budget and submitting financial returns on a quarterly basis;
* Contribute new ideas and research to innovate and improve event processes and technologies at the Embassy, while working creatively to achieve Post‘s strategic outcomes and increase efficiencies;
* Provide advice and guidance to the HOM’s key stakeholders, including the HOM’s spouse and Residence staff, on protocol, event management and organisation;
* Provide advice to stakeholders running separate events at the Embassy on such aspects as the venue, suppliers, security and protocol;
* Liaise with Client Services and Security on arrival arrangements for all HOM visitors/guests to the Embassy or Residence;
* Provide logistical assistance during ministerial and other high-level visits, including preparation of visit’s programs, accommodation and transport arrangements, airport facilitation and meeting requests.
* Operate and maintain computer database of HOM’s contacts;
* Manage inventory of representational alcohol supplies and various other functions- related equipment, including liaising with HOM’s chef concerning adequate kitchen equipment to meet representational requirements.

**Qualifications/Experience**

* Strong organisation and time management skills. Ability to multi-task and reprioritise in response to changing requirements including the ability to work under pressure with minimal supervision;
* Strong interpersonal skills and the ability to develop a broad network of relevant contacts.
* High level of Chinese and English language skills essential, both written and oral;
* Experience in event management – including delivering high-level VIP events;
* Proficiency in the use of office IT programs including Microsoft Excel;
* Highly developed understanding of Western and Chinese dining and banquet etiquette;
* Demonstrated accountability and integrity, including in cash management;
* Ability to work flexible hours to accommodate HOM’s entertainment schedule.

**What the Australian Embassy offers:**

* Attractive remuneration package that includes performance bonuses, additional insurance coverage, 14 public holidays and generous leave provisions
* Safe and secure workplace where safety of employees is a high priority and a diverse and inclusive workplace is actively promoted
* Opportunity to work in a diplomatic mission and interact with colleagues from a broad range of interesting areas
* Opportunity to learn new skills and meet unique challenges

**How to Apply**

Your application, written in English, should include:

* Curriculum Vitae (maximum 2 pages)
* Application for Locally Engaged Staff Employment (please see Attachment A)
* Maximum 500 words pitch (further instructions below)

Please email your application to **beijinghrrecruitment@dfat.gov.au** **before 17:00 on Tuesday, 30 May 2023**. Applications received after this time will not be considered.

Applications must be in either Microsoft Word or PDF format, with a maximum email size of 3MB.

For further information about this position, please contact [**beijinghrrecruitment@dfat.gov.au**](mailto:beijinghrrecruitment@dfat.gov.au).

Please note that only applicants short-listed for interview will receive a written reply. If you have not received any communication from the Human Resources Section of the Australian Embassy within four weeks after the close of application, please consider your application unsuccessful. Thank you for your understanding and your interest in working at the Australian Embassy, Beijing.

**Attachment A: Application for Locally Engaged Staff Employment**

Position you are applying for: Date available for work**:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PERSONAL INFORMATION** | | | | | |
| Title: | | Last Name: | | | First Name: |
| Email Address: | | Contact Number: | | | Citizenship(s) |
| Address: | | | | | |
| Are you eligible to work in the country in which you are applying for a position? Yes  No  *(Note: to be eligible to work in this country you should be a citizen, hold or be able to obtain an appropriate working visa)* | | | | | |
| How did you hear about the vacancy? | | | | | |
| **PREVIOUS AUSTRALIAN GOVERNMENT EMPLOYMENT Yes  No** | | | | | |
| Have you ever been employed by the Australian Government, either in Australia or overseas?  If yes, please provide the details.  If yes, did you ever receive a redundancy or other payment benefit? | | | | | |
| **REFERENCES** | | | | | |
| Please provide the names and email addresses of two work-related referees whom we can contact. Both referees should  be able to comment on your work performance. | | | | | |
| **REFEREE 1** | | | | | |
| Title: | First Name: | | | Last Name: | |
| Organization: | | | Position Title: | | |
| Relationship to Applicant | | | Years of Relationship: | | |
| Contact Number: | | | Email Address: | | |
| **REFEREE 2** | | | | | |
| Title: | First Name: | | | Last Name: | |
| Organization: | | | Position Title: | | |
| Relationship to Applicant | | | Years of Relationship: | | |
| Contact Number: | | | Email Address: | | |
| **APPLICANT’S STATEMENT** | | | | | |
| The above information, to the best of my knowledge, is true and correct. I consent to the mission collecting and  using information, and to relevant employers / supervisors disclosing information, in relation to my work performance  and conduct for the purpose of assessing my suitability to carry out the duties of the position I have applied for, and  suitability for employment. I understand that misstatements or omissions in my disclosures may result in a failure to hire  or immediate discharge if they are discovered  Accept: Name: Date: | | | | | |

**Guidance for your one-page pitch**

Your one-page pitch should be compelling and convincing. It is a chance to tell the panel why you are the right person for the job. The panel wants to know why you are interested in the role, what you can offer DFAT, and how your skills, knowledge, experience and qualifications are applicable to the role. It should be **a maximum 500 words (12 font).**

• Say what you did (actions) and the result (outcomes)

• Use practical and substantiated outcomes

• Show your resilience and adaptability

• Highlight your strengths and interests

• Don’t assume the panel knows you or your work

• Make it appealing and interesting e.g. demonstrate how you ‘solved a difficult issue’

• Stick to the point – quality not quantity

• Use the word limit wisely

• Don’t repeat what’s already in your CV

• Ensure you check the spelling before you submit your application