



Australian Consulate-General
Surabaya, Indonesia

Research Officer and Head of Post Support (DFAT, Australian Consulate-General Surabaya)

Position Reference: SBYA03

Level 3: IDR 7,000,988 per month

Department of Foreign Affairs and Trade, Australian Consulate-General Surabaya

Ongoing, Full-time

Reports to: Head of Post (HOP)

The opportunity

The Australian Consulate-General in Surabaya is seeking a Research Officer and Head of Post Support whose work ethic is based on a 'can do attitude' and delivering high quality and efficient customer service. You will be comfortable engaging with people at high levels and have excellent interpersonal skills. You will be a person that takes ownership of what you do with the ability to display strong research and analytical skills. An extremely high level of attention to detail is required along with a positive and proactive attitude. In return you will become part of a supportive team environment that encourages high performance and professional development.

Our ideal candidate

We are looking for the ideal candidate that possesses the required qualification and skills specified in the attached position description.

Who we are

We are a motivated and professional team with a wide variety of qualifications and backgrounds. We welcome people with private-sector experience. We value people with ideas, the ability to present them persuasively, and the drive and skill to see them adopted. We take pride in our reputation for acting with integrity and discretion. We seek greater diversity in our workforce.

What we offer

- A diverse and inclusive workplace and attractive remuneration package
- Exciting and fulfilling work at the heart of Australia and Indonesian bilateral relations
- The opportunity to work with strong, smart, visionary and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions.

How to apply

Submit an application directed to Tanya Mahindria, Recruitment Officer, jakartajobapplications@dfat.gov.au with subject: **Surabaya – LE3** by no later than **Sunday, 17 December 2017**. As part of your application you will need to provide:

- A Curriculum Vitae of no more than two pages.
- A completed [Application Form](#) (available on the Australian Embassy website) which includes a 1-page essay of no more than 1,000 words telling us how your skills, experience and qualifications makes you the best candidate for this opportunity. Incomplete Application Forms will not progress to the next stage.

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 Surabaya, 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 short – 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.

Who to contact

All queries relating to job applications should be directed to Tanya Mahindria, Recruitment Officer via email jakartajobapplications@dfat.gov.au

No phone enquiries will be taken and only short-listed applicants will be notified.

Things to note

Australian Consulate-General Surabaya employees are expected to adhere to the Locally-engaged Staff Code of Conduct and employment principles in terms of performance and standards of behaviour.

Advancing the interests of Australia and Australians internationally

Position Description – Surabaya Post, November 2017

Agency	Department of Foreign Affairs and Trade
Position number	SBYA03
Title	Research Officer and HOP Support
Classification	LE3
Section	Surabaya Consulate-General
Reports to	Head of Post (HOP)

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

Duties include research work, event management, coordination of official visits and the provision of translation and interpretation services. This position also provides high-level executive, administrative and organisational support to the Head of Post (HOP) of the Australian Consulate in Surabaya.

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

- Undertake research tasks, monitor local media for stories relevant to Australian interests and prepare media clippings
- Manage the Consulate's general email account and respond or on forward client enquiries
- Provision of translation and interpretation services
- Develop and maintain networks and relationships with key internal and external stakeholders and maintain the Consulate's contact lists and compile relevant biographies
- Organise media events and prepare press releases and background information
- Prepare and manage the HOP's program and schedule of appointments, including arranging official appointments, receiving and escorting official visitors and making travel arrangements
- Organise representational functions and maintain accounting records for the HOP's representation allowance, reimbursements and advances

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- Assist with the arrangements for visiting officials, including preparation of programs and logistical support
 - Provide backup support during periods of absence

Qualifications/Experience

- Strong capacity to provide high-level executive and administrative support
- Ability to prioritise and meet tight deadlines
- High-level of initiative and ability to work independently within a small team
- Strong capacity to exercise discretion and judgement
- High level of proficiency (oral and written) in English
- Proficiency in Microsoft Office software applications