



Australian Consulate-General
Surabaya, Indonesia

Media and Public Affairs Officer (DFAT, Australian Consulate-General Surabaya)

Position Reference: Temporary Contract

Level 3: IDR 7,000,988 per month

**Department of Foreign Affairs and Trade, Australia Consulate-General
Surabaya**

Temporary contract for three months, Full-time

Reports to: Consul

The opportunity

The Australian Consulate-General in Surabaya is looking for a team member to assist in developing media and public affairs strategies, campaigns and events that enhance Australia's influence, reputation and relationship with East Java, Central Java and Yogyakarta. We are looking for someone who is passionate about promoting people-to-people links between Australia and Indonesia. You'll have the opportunity to work on media and public diplomacy projects across a range of sectors including trade and investment, education, tourism, sport and culture.

The position will assist in developing strategies for both traditional and social media, and also media monitoring and support. You'll also provide operational support to high-profile events and programs.

The ideal candidate will have strong media skills, especially social media and a demonstrated ability to take initiative when prioritising workloads and to meet tight deadlines. You will have well-developed communication skills and the ability to work collaboratively across the team and with external stakeholders.

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 – Media and Public Affairs Officer** by no later than **Monday, 16 April 2018**. As part of your application you will need to provide:

- A Curriculum Vitae of no more than two pages.
- A completed [Application Form](#) (available at 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, March 2018

Agency	Department of Foreign Affairs and Trade (Surabaya Post)
Position number	Temporary (Contract)
Title	Media and Public Affairs Officer
Classification	LE3
Section	DFAT
Reports to	Consul

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

This position is responsible for assisting with local media and public diplomacy relevant to Australian interests in East Java, Central Java and the Special Region of Yogyakarta. Duties also include organising official events and functions and assisting with the implementation of the Consulate-General's public diplomacy program. There is also responsibility for monitoring local media and networking with key contacts.

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

- Lead on the Australian Consulate-General's social media, media and online presence (Instagram), including planning the social media strategy, maintaining the website, drafting media releases, case studies and running social media campaigns
- In consultation with the Consul, develop and implement the Consulate-General's public diplomacy program, including event management and reporting
- Liaise with key media and other organisations on developing the profile of the Australian Consulate-General
- Accompany HOP on official calls, as required, in East Java, Central Java and the Special Region of Yogyakarta.
- Assist in managing the public affairs component and liaising with media outlets for high level visits and calls
- Support the Consul with media monitoring, social media strategy and managing the media directory
- Provide translating and interpreting services as required.

Qualifications/Experience

- Sound written and oral communication and a demonstrated ability to translate and interpret between English and Indonesian
- Sound organisational skills and an ability to prioritise and meet tight deadlines
- Experience working in journalism, or media and public relations
- Experience in managing social media accounts (Instagram)
- Experience in website content development
- Strong capacity to exercise discretion and judgement.