

**AUSTRALIAN HIGH COMMISSION**

**KUALA LUMPUR**

**Alumni Relations and Events Officer**

(Fixed-Term Contract)

The Australian High Commission invites applications for the position of Alumni Relations and Events Officer within the Department of Foreign Affairs and Trade. This position is expected to commence as soon as possible.

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.

The Australian High Commission currently offers an attractive conditions package that includes recreation/medical leave, medical benefits and bonus. Employment will be offered on a fixed-term contract basis for an initial one (1) year period with the possibility of renewal, at a Level 4 (LE4) Locally Engaged Staff (LES) position with a monthly salary of RM6,891. Continued employment is subject to successful completion of a three (3) months’ probation period.

The Australian High Commission will not be responsible for any costs in relation to relocation, accommodation arrangements nor the return of the officer to their hometown.

**Job Description**

The position is a locally engaged position within the Australian High Commission.

The Alumni Relations and Events Officer will manage the High Commission’s scholarships, alumni and New Colombo Plan (NCP) strategies, assist with public diplomacy and events, and provide support to the Regional and Communications Section.

**Tasks and Functions**

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

* stakeholder engagement with Australia’s institutional partners and Malaysia-based alumni to deepen relations with the High Commission and enable meaningful engagement, including through organisation and participation in events and functions
* developing, and implementing the High Commission’s scholarships, alumni and New Colombo Plan (NCP) strategies and programs, including managing associated budgets
* driving public outreach programs to promote scholarships and deepen alumni and NCP engagement, including through social media and professional networking
* managing the High Commission’s scholarships, alumni and NCP contacts and events database and actively broadening our reach
* providing support to the Regional and Communications Section to carry out research and analysis and provide input to briefing for senior officials
* providing administrative support to the Regional and Communications Section, including drafting correspondence, arranging meetings, facilitating travel and logistics.

**Selection Criteria**

* Ability to communicate confidently and persuasively, orally and in writing, in English and Bahasa Malaysia
* Ability to manage competing priorities, execute plans and meet deadlines
* Strong stakeholder engagement skills, including high-level liaison, representation and interpersonal skills
* High level of expertise, knowledge or experience in strategic communications, public relations and/or events management
* Sound IT skills, including proficiency with office technology
* Relevant tertiary qualifications or experience
* Well-developed research and analytical skills
* Ability to work well as a team member and promote cultural diversity and inclusivity
* Social media proficiency would be an advantage
* Understanding of Australia and Malaysia Government policy would be an advantage
* Experience studying in Australia or existing connection would be an advantage

**EQUAL EMPLOYMENT OPPORTUNITIES**

The High Commission recruitment decisions are made on the basis of merit and we do not discriminate on the grounds of gender, age, race, ethnicity, sexual preference, religion or disability. Our employees enjoy equity and fairness in the workplace, opportunities for professional development, and support to balance their work and private lives.

**PREPARING YOUR APPLICATION**

**Your application should include:**

1. Employment & Qualification Background - Complete Attachment A

The form is attached for completion.

1. **Curriculum Vitae (CV)** outlining personal details, relevant work experience, educational qualifications and skills (minimum two pages).
2. **A One (1) to Two (2) Page Pitch** of no more than 1000 words addressing the selection criteria above. Your statement should address how you have the skills and knowledge relevant to the position’s responsibilities, with reference to your relevant qualifications and experience.
3. Provide contacts for two referees - Complete Attachment B

You need to provide contacts for two referees who are familiar with your professional as well as personal skills and competence. The first referee listed should be your current supervisor. In most cases referees are not contacted unless you are shortlisted for the position, however if we have a tight timeframe we may contact referees before interviews.

1. *Optional* Equity and Diversity Data Sheet - Attachment C

The form is attached.

The Equity and Diversity data sheet is not compulsory, however, it helps us to ensure we are targeting a diverse range of potential employees and it enables applicants to bring to our attention any specific needs they might have – for example highlighting any disabilities which may need to be taken into consideration at the interview venue.

**Your completed application package must be emailed by 5:00pm, 31 March 2025 (Kuala Lumpur time) to** [ahcklrecruit@dfat.gov.au](mailto:ahcklrecruit@dfat.gov.au)

**Late or incomplete applications that do not address the selection criteria will not be taken into consideration.**

**We thank all applicants for their interest; however, only those selected for an interview will be contacted. The Australian High Commission is committed to protecting the privacy of your personal information. Information provided will be used for recruitment and employment purposes only.**

**ATTACHMENT A** **Employment & Qualification Background**

**1. Personal Particulars**

|  |  |  |
| --- | --- | --- |
| Title | **Surname** | **Given Name(s)** |
|  |  |  |

|  |
| --- |
| **Contact Details – address, telephone contact details, email address** |

**2. Current Employment**

|  |  |  |
| --- | --- | --- |
| **Month/Year**  **Commenced** | **Employer** | **Position** |
|  |  |  |
| Brief Description of your duties | | |
|  | | |

**3. Previous Positions Held (including movement within an organisation)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month/Year**  **Commenced** | **Month/Year**  **Finished** | **Employer** | **Position** | **Level** |
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**4. Academic Qualifications**

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| --- | --- | --- |
| **Year Received** | **Qualification** | **Institution** |
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|  |  |  |

**5. Languages**

|  |  |
| --- | --- |
| Language | **Proficiency Level** |
|  |  |
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**6. Other** e.g. Awards, Academic Appointments, Publications, Professional Associations, etc

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**ATTACHMENT B Referee contacts**

**ACHMENT B** **Referee contacts**

Please provide the names and details of two referees whom the High Commission can contact if you are short listed for the interview. The first referee should be your current supervisor.

**Referee 1**

|  |  |  |
| --- | --- | --- |
| Full name of Referee:  Mr/Ms | Relation to Applicant (employer/supervisor): | |
| Occupation (Position and company): | Phone: | |
| Email: |  |  |

**Referee 2**

|  |  |  |
| --- | --- | --- |
| Full name of Referee:  Mr/Ms | Relation to Applicant (employer/supervisor): | |
| Occupation (Position and company): | Phone: | |
| Email: |  |

**ATTACHMENT C Equity and Diversity Data Sheet**

The Australian High Commission is committed to providing a fair, flexible, safe and rewarding workplace and actively encourages a working environment that is free from harassment and discrimination. The High Commission recognises diversity and the benefits associated with building a workforce that reflects this diversity.

Measures are taken to eliminate employment-related disadvantages on the basis of gender, race or ethnicity, or physical or intellectual disability. To ensure these measures are effective, statistical information about the employment of people in these groups is required. You are not obliged to complete this form, however, by doing so you will help ensure the data collected reveals an accurate reflection of the diversity of our workforce.

**Gender:** M F

**Are you an Australian citizen:** Yes No

**Were you born in Australia:** Yes No

**If you are not an Australian, what is your nationality? ………………………**

**Is English your first language:** Yes No

**Do you have a disability?** Yes No

**(Note: Please indicate below any special requirements you may have at interview.)**

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*NOTE: In accordance with the Commonwealth Privacy Act, these details will not be disclosed to other agencies, persons or organisations. Composite statistical data will be used for reporting purposes only.*