

**AUSTRALIAN HIGH COMMISSION – KUALA LUMPUR**

Senior Strategic Communications Manager

(Fixed-Term Contract)

The Australian High Commission invites applications for the position of Senior Strategic Communications Manager within the Department of Foreign Affairs and Trade. The position is 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 contractual bonus. The terms of employment will be in accordance with the High Commission’s Conditions of Employment for locally engaged staff in Kuala Lumpur. Employment will be offered on a contract basis for an initial one (1) year period with the possibility of renewal, at a Level 6 locally engaged staff position (LE6) with a monthly salary of RM10,790. Continued employment is subject to successful completion of a (six) 6 month 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 Senior Strategic Communications Manager, under broad direction and autonomy will support the development and implementation of the Australian High Commission Malaysia’s strategic communications strategy to advance Australia’s profile and objectives in Malaysia. The position will also play a leading role to deliver the Australian High Commission’s external communications in Malaysia.

**Tasks and Functions**

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

* Lead and develop the implementation of the High Commission’s strategic communications strategy to advance Australia’s profile and objectives in Malaysia.
* Lead the strategic planning, development, and implementation of High Commission-wide communication campaigns, coordinating closely across various teams at the High Commission, ensuring alignment with objectives, target audience and desired outcomes.
* Through the interpretation of data and research, develop strategic communications products on key political, economic, and social issues.
* Create, develop and maintain a stakeholder network to support strategic communication efforts, including but not limited to counterparts at other diplomatic missions, Malaysian Government, Australian Government, media, civil society, and private sector.
* Lead projects with external contractors relevant to the High Commission’s strategic communications work, including stakeholder, project, and contract management.
* Monitor and evaluate the effectiveness of the High Commission’s strategic communications and social media outputs.
* Represent and promote the views of the High Commission at official meetings and events.
* Contribute to the High Commission’s public diplomacy activities, events and high-level visits, including media elements, logistical arrangements and program components.

**Selection Criteria**

* At least five years’ experience working in external communications, social media or digital marketing, preferably in government, a diplomatic mission or an international organisation.
* Tertiary qualifications in communications, marketing, public relations, journalism, writing or a related field, or commensurate professional experience.
* Demonstrated ability to apply judgement to adapt communication to appeal to different audiences and platforms.
* Excellent oral and written English language abilities. Bahasa Malaysia and/or Chinese language skills is highly desirable.
* Demonstrated ability to conceptualise, plan, draft, design, create, publish and monitor digital communications and social media content.

**Demonstrated Capabilities**

* A strong team player with the leadership skills to work productively and consult with a range of internal stakeholders across the High Commission.
* Strong organisation and planning skills to deliver agreed projects and tasks in a timely manner while effectively managing competing priorities and deadline pressures.
* Superior attention to detail.

**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. 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, 3 December 2023 (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)**

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| --- | --- | --- | --- | --- |
| **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**

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| --- | --- |
| 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.

**Referee 1**

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

**Referee 2**

|  |  |  |
| --- | --- | --- |
| Full name of Referee: | 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.*