



Australian Embassy, Vientiane Vacancy

Media & Communications Officer

The Australian Embassy has a vacancy for the positions of Media & Communications Officer.

The person we seek must possess an ability to work independently and as part of a small team, have a dynamic character, be flexible and have the capacity to operate within a regulatory environment.

Are you interested?

Do you have:

- Bachelor degree in a relevant discipline and good knowledge of Lao media industry or related field?
- Fluency in both English and Lao and possess proven written and oral communication skills in both languages?
- Very good interpersonal and liaison skills and have the ability to communicate effectively?
- High level knowledge of Australia?
- Experience media and Communications field?

An attractive remuneration package will be offered to the successful candidate based on experience and qualifications. The Australian Embassy is an equal opportunity employer; all applicants will be considered on their merit.

In order to apply for this position, applicants **MUST** answer 5 compulsory questions. These questions can be found on the Embassy's website at <http://www.laos.embassy.gov.au> Applications must be submitted **by 5pm Monday, 10 March 2014**. **Applicants that do not answer the questions will NOT be considered.** The names and contact details of two referees must be included with the application. Further information can be obtained by calling the Embassy on 353800.

Applications should be submitted to:

Media & Communications Position
Australian Embassy
P O Box 292
Vientiane

Or sent by email to:

austemb.laos@dfat.gov.au

COMPULSORY QUESTIONS

1. Why are you interested in this position?
2. What media and communications experience and qualifications would you bring to the role?
3. What are the most important media outlets/platforms in the Lao PDR, both traditional and new media? How can they be utilised to reach different audiences?
4. What strategies would you employ to promote a better understanding of Australia's extensive aid program in the Lao PDR?
5. Please describe your experience in resolving a problem as part of a team.

REQUIREMENT

- The applicants must answer above 5 compulsory questions.
- Each answer for each question must be limited to a maximum of only 250 words.

SELECTION CRITERIA

1. High level of interpersonal, organisational and prioritizations skills. Ability to communicate effectively both orally and in writing in both English and Lao.
2. Ability to interpret Australian regulations and guidelines and to act on and provide advice in accordance with these guidelines.
3. Ability to set priorities and manage a small team. Ability to undertake new tasks quickly, be flexible and respond effectively to challenges and meet deadlines.
4. High level of computer literacy particularly in the use of new media and Web skills.
5. Knowledge of Media & Communications and administrative practices required. Relevant tertiary qualifications desirable.

Eligibility Requirements

Applicants must be able to work as a locally engaged staff member at a diplomatic mission in Laos, possess a valid passport or be able to obtain a valid passport and be willing to travel within Laos, regionally and internationally as required.

All employment at the Australian Embassy is subject to satisfactory medical and security vetting.



AUSTRALIAN EMBASSY VIENTIANE

JOB DESCRIPTION & DUTY STATEMENT

POSITION: MEDIA AND COMMUNICATIONS OFFICER
AGENCY: DEPARTMENT OF FOREIGN AFFAIRS AND TRADE (DFAT)
SECTION: MEDIA AND COMMUNICATIONS
DIRECT SUPERVISOR: SECOND SECRETARY & CONSUL
SUPERVISORY RESPONSIBILITY: NIL

JOB PURPOSE *(to answer why this position exists and what the job's unique contribution to the organization/department is)*

The Media & Communications Officer has a critical role in supporting the Media & Communications section on a full-time basis. The purpose of the job is to:

Alongside A-based staff members, devise and implement media strategies in support of embassy activities and Australian Government policies and initiatives. Manage the embassy's Facebook page and discrete Communications activities as required. Monitor, disseminate and, where necessary, respond to local media reporting on Australia or Australian Government policies. The Media and Communications Officer must maintain and develop a network of key local Lao and English-language journalists.

PRINCIPAL ACCOUNTABILITIES *(what are the expected outcome/ the end results required by a job)*

The ongoing performance of the Media & Communications Officer will be measured on the ability to:

- Alongside Second Secretary & Consul, develop public relations and media strategies for Embassy activities.
- Manage the Embassy's Facebook page alongside Second Secretary & Consul.
- Manage discrete Communications activities in support of the Embassy's Communications objectives.
- Build, maintain and extend the Embassy's contacts among key local journalists and in media organisations (i.e. Lao, Australian and other journalists / media based in Laos). Principally responsible for International Media Visits.
- Monitor local and international news for articles relevant to Embassy work, compile/summarise press clippings and keep Embassy staff informed of media coverage of relevant issues.
- Organise attendance of local media and photographers at press conferences and Embassy functions, including outside Vientiane.
- Prepare press releases in English and / or Lao.
- Provide advice on the Lao media to senior staff and all agencies at the Embassy to assist in their dealings with the media.

- Act as interpreter at press conferences, interviews or other engagements attended by the local media as well as interpret at high-level meetings for Ambassador/visiting ministers as required.
- Conduct research on specific political and economic issues under direction from A-based staff.

CAPABILITIES (SKILLS AND ATTRIBUTES) (intangible qualifications required for the job holder)

A successful Media & Communications Officer would:

- Possess high-level interpersonal, organisational and prioritization skills
- Have the ability to work under pressure and to deadlines and work outside office hours if required.
- Be outgoing, action-oriented and interested in seeking innovative solutions.
- Have the ability to develop and maintain contacts.
- Ability to work independently and take initiative as well as perform as part of a team.
- Be willing to travel, internationally and domestically, for work purposes, if required.

KNOWLEDGE, SKILLS AND OTHER SPECIFICATIONS (tangible qualifications required for the job holder)

To fill the role of the Media & Communications Officer, an applicant would require:

- Bachelor degree in a relevant discipline and good knowledge of the Lao media industry.
- At least five years work experience.
- High level oral and written communication skills in both English and Lao.
- Experience in public relations and in liaising with the media.
- Knowledge of Australia highly desirable.
- Demonstrated competence and experience in the use of new media and Web skills.