



AUSTRALIAN EMBASSY

Job Vacancy – Protocol & Public Diplomacy Manager

The Australian Embassy in Amman is seeking an energetic, pro-active and service-focussed person to work in the Embassy as a Protocol & Public Diplomacy Manager, to commence as soon as possible.

Duties:

- Maintain contacts in the Jordanian Government and the diplomatic network to facilitate protocol and corporate matters
- Prepare correspondence and liaise with the Ministry of Foreign Affairs, government agencies and other embassies to progress protocol related issues
- Translate documents from Arabic to English and English to Arabic
- Develop and maintain relationships with local media, and assist to develop and implement the Embassy's public diplomacy, social media and alumni strategies
- Plan and manage public diplomacy and alumni events
- Manage the Embassy's social media profile, including creating suitable content
- Act as interpreter for Australian staff and visitors and assist with preparation of high-level visits
- Act as back-up political research officer and media monitor (collating and analysing information on Jordan's political system, social and economic policies and regional relations)
- Other duties as required

Selection Criteria:

The successful candidate will demonstrate:

1. Advanced analytical, written and communication skills
2. A professional standard of written and spoken English and Arabic, with the proven ability to translate documents clearly and accurately
3. An excellent understanding of Jordanian government functions and procedures, and experience handling protocol matters

4. A well-developed ability to implement public relations strategies and manage events which would advance Australia's interests
5. The ability to collate information and analyse developments in Jordan's political, economic and social arenas
6. A high level of flexibility and responsibility and the ability to work effectively as a team member

Salary will be based on skills and experience. All new staff are employed on a fixed term contract basis, and will be initially engaged for a three month probationary period.

Applications must include: (1) a statement which explains how you meet the above selection criteria (2) a short resume, and (3) the contact details of at least two work referees. Please forward applications no later than COB **24 March 2018** to:

Job Vacancy – Protocol Manager
Australian Embassy
PO Box 35201 – Amman 11180
Fax: 580 7001
E-mail: amman.applications@dfat.gov.au

Incomplete or late applications will not be accepted

The Australian Government is an equal opportunity employer. Applicants seeking part time work are welcome to apply. Any enquiries should be directed to the above email address.