

EXPRESSION OF INTEREST
Executive Assistant to the Ambassador
and Public Diplomacy Officer

The Australian Embassy to the Russian Federation is seeking expressions of interest for the position of “Executive Assistant to the Ambassador and Public Diplomacy Officer”.

The successful applicant must be able to demonstrate highly-developed communication skills in both English and Russian and be willing to work out-of-hours if required. All employees of the Australian Embassy must also pass a local police clearance prior to employment.

Applications should be forwarded by email to moscowjob@dfat.gov.au by close of business **26 October 2015**.

The main duties of this position are:

- Provide executive assistance to the Ambassador, including managing the Ambassador’s schedule, phone calls, business and travel needs, and correspondence, including preparing translations and interpreting as required.
- Organise Ambassadorial and Embassy events, including creating guest lists and invitations, managing RSVPs, arranging event logistics, greeting guests and ensuring the overall smooth running of such events.
- Promote a positive image of contemporary Australia including assisting in developing the Embassy’s annual program of public diplomacy and cultural events, forming partnerships and sponsorships to deliver the program, assisting in preparing content for the Embassy's website and social media accounts, and managing the Embassy's generic correspondence and inbox.
- Assist in organising official visit programs including identifying suitable interlocutors and arranging appointments, co-ordinating program logistics, (visas, flights, and hotel bookings and other logistics as required), greeting officials visitors and responding to queries.
- Assist with incoming diplomatic visa requests and advise on protocol matters.

Application

All applications must be in English, addressing claims against the selection criteria below. Responses should be detailed but concise and include specific examples of demonstrated past experience. Applications should be no more than three pages in length and must be accompanied by a CV and cover letter. Applicants should also provide the contact details of three work-related referees who can support the applicant's claims.

To be considered, applications must be in English and must address the selection criteria with detailed and well-structured responses.

Selection Criteria

- Highly developed skills and experience providing **executive assistance** to senior executives in a professional environment.
- Proven ability to successfully **manage logistically complex events**, provide creative promotional ideas, and secure sponsorships.
- Excellent **administrative and organisational skills** with the ability to follow through while working as **part of a team**.
- Demonstrated **high level communication, negotiation and interpersonal skills** both written and verbal in Russian and English. Ability to liaise with people at a number of levels and to foster internal and external client relationships.
- Demonstrated **sound judgment**.
- **Strong research skills** and proven ability to use the internet, the media and other publicly available sources of information to compile reports. Proficiency in commonly-used computer software programs.

Previous experience in a diplomatic environment would be an advantage.

Remuneration

The Australian Government is a competitive and equal opportunities employer. A salary of 70,908 Roubles (GROSS) per month will be offered to the successful applicant.