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| **AGENCY** | Department of Foreign Affairs and Trade (DFAT) |
| **SECTION** | Political and Public Diplomacy |
| **LOCATION** | Australian High Commission, Apia |
| **POSITION NUMBER** | AP007 |
| **POSITION TITLE** | Political and Public Affairs Manager |
| **CLASSIFICATION** | LE5 |
| **VACANCY TYPE** | Non-going – 2-year contract |
| **EMPLOYMENT TYPE** | Full-time |
| **REPORTS TO (TITLE)** | Second Secretary – Political/PD/Sports |

**WHAT WE DO**

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.

**About the Australian High Commission**

The Australian High Commission in Apia represents the Australian Government in its engagement with Samoa. Its responsibilities include managing the Australian Government’s development assistance in Samoa. Key areas of cooperation are education, health, social inclusion, infrastructure, public sector governance, civil society and private sector development. Australia’s development assistance priorities and projects are determined and delivered with Samoa’s leadership, and in line with the Australia-Samoa Bilateral Partnership Arrangement and the Australia-Samoa Development Partnership Plan.

**THE OPPORTUNITY**

The Political and Public Affairs Manager for the Australian High Commission is a core member of the Political and Public Diplomacy team. The Political and Public Affairs Manager’s key responsibility is the development of clear, concise and compelling ways of telling Australia’s story in Samoa, and to enhance Australia’s engagement across Samoa.

Working under the general direction of the Second Secretary Political, the Political and Public Affairs Manager will partner with various High Commission staff to showcase the breadth, depth and tangible human benefits of the Australia-Samoa partnership.

The Political and Public Affairs Manager will also be expected to contribute to the team’s political work through monitoring and analysing of Samoa’s parliament, foreign policy, judicial proceedings, community attitudes, and other areas as relevant.

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

*Public Affairs*

* Provide strategic communications advice on how to promote Australia’s core foreign, trade, development and cultural interests in Samoa.
* Implementation and evaluation of the High Commission’s communication and public diplomacy strategy, across all aspects of Australia’s engagement in Samoa, ensuring compliance with relevant policies and guidelines.
* Lead planning of communications and social media activities surrounding events, projects and visits, in collaboration with the relevant team.
* Proactively seek opportunities for positive stories about Australia, Samoa-Australia partnership, and High Commission initiatives in Samoan media.
* Support the development and maintenance of strong relationships with media outlets, and journalist groups.
* Monitor and provide advice the state of Samoa’s media, as relates to the performance of Australia’s media-focused investments such as the Pacific-Australia Media Assistance Scheme and the Australia-Pacific Media and Broadcasting Partnership.

*Communications*

* Manage the High Commission website and social media, including production of high quality communications products for publication including media releases, social media posts, photography, videography and graphics.
* Monitor local and international media, as well as social media, to measure and identify ways to enhance the High Commission’s web-based content and digital presence.
* Photograph events organised or attended by the High Commission, as well as Australian-funded development activities.
* Develop and maintain networks with institutions, media, business, relevant Samoan government officials and NGOs.
* Provide translation and interpretation of Samoan written and oral content to English.

*Political*

* Provide timely and accurate monitoring and advice on Samoa’s constitutional, parliamentary and judicial processes, as well as the upcoming work agendas.

**ESSENTIAL QUALIFICATIONS AND EXPERIENCE**

* Understanding of Australian Government policies, priorities and guidelines.
* Experience developing and implementing communication strategies and campaigns and fluency with digital media platforms.
* Experience writing speeches, social media posts, media releases, and other written communications products.
* Experience in producing high quality digital content, including photography, videography, graphic design, and web design, or a willingness to learn.
* Experience analysing and advising on domestic and foreign policy, and an understanding of Samoan parliamentary, government, and judicial processes.
* Sound interpersonal skills and an ability to represent, network and establish effective stakeholder relationships.
* Demonstrated ability to work with limited supervision and exercise initiative and good judgement, a high degree of accuracy and attention to detail, flexibility and adaptability.
* Ability to cultivate good relationships with others, including ability to work in a team.
* Excellent written and oral communication skills in English.
* A degree in a relevant field desirable.

**HOW TO APPLY**

Applications should comprise of three components:

* A Curriculum Vitae outlining personal details, relevant work experience, educational qualifications and skills (maximum two pages),
* Contact details for two referees,
* One-page pitch (up to 750 words).

Your one-page pitch (up to 750 words) is a chance to tell us why you are the right person for the job. We want to know why you want to work at the Australian High Commission, why you are interested in the role, what you can offer us, and how your skills, experience, knowledge and qualifications are applicable to the role. In a nutshell – why should we hire you?

Applications are to be submitted via email to [apia.recruitment@dfat.gov.au](mailto:apia.recruitment@dfat.gov.au) by   
**5.00pm 30 May 2025.**