



PUBLIC AFFAIRS OFFICER - ACCRA

Agency	Department of Foreign Affairs and Trade
Position Number	AC013
Title	Public Affairs Officer
Classification	LE4
Section	Political and Economic Section
Reports to (title)	Deputy Head of Mission
Starting Salary	GHS 106,275.12 base salary per annum

About the Department of Foreign Affairs and Trade

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, providing consular assistance and notarial services to 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 section

The Political-Economic section of the Australian High Commission, Ghana (AHC), provides analysis and advice to the Australian Government on developments in Ghana and the mission's eight other countries of accreditation (Cote d'Ivoire, Sierra Leone, Senegal, Guinea, Liberia, Mali, Burkina Faso and Togo). The Section actively builds networks and relationships to help strengthen the broad-ranging bilateral relationship. The Section is responsible for strategic communications in support of Australia's interests in West Africa and supports the promotion of Australian investment, primarily in the extractives sector. The Section leads on managing high level visits. The AHC operates in a fluid and fast-paced environment and needs maximum flexibility in its staff.

About the role

Under the general direction of the Deputy Head of Mission, the Public Affairs Officer works to deadlines; exercising good judgement in managing priorities related to promoting Australia's profile in West Africa, thus maximising Australia's visibility, and influence in the region. The Public Affairs Officer uses their strong research, analytical and writing skills to monitor media on security, trade, human rights, elections, and other issues of interest to Australia and thereby provide advice on domestic and regional strategic messaging, including by managing the High Commission's website. The Officer builds and cultivates networks with key clients, managing correspondence, representing the High Commission as appropriate, including organising official events. There are occasional evening or weekend duties and short-term travel, as well as occasional driving and lifting.



The key responsibilities of this position include, but are not limited to

- Monitor the media daily and identify issues of interest to the Australian Government. Special interests will include economic and political developments (including macroeconomic reforms, elections), major foreign policy directions (including relationships with other countries).
- Promote Australia's activities in West Africa through print, radio and television media outlets in Ghana, and the other countries of accreditation, including francophone countries.
- Implement the High Commission's social media strategy, including by assisting with drafting and scheduling posts and by monitoring and moderating participation.
- Produce high quality communication materials for the High Commission, including website updates, media releases and other material as required.
- Contribute to the Post's Public Affairs Strategy by organising public diplomacy and cultural events that promote Australia in the sub-region.
- Plan and deliver public diplomacy events and functions including managing the delivery of multiple concurrent events, coordinating stakeholders, speakers, and other logistical arrangements such as guest lists, catering, entertainment, and technical support.
- Develop and strengthen strategic relationships, negotiate, and liaise across a broad range of stakeholders including in government, media, and non-governmental organisations.
- Represent and promote the interests of Australians at a range of forums, events and meetings and provide advice on Australian participation, operational and policy issues, and produce reports on these events, as directed.
- Arrange visit programs and briefings for official Australian visitors to the High Commission's countries of accreditation.
- Other duties as directed, including periodically, relieving absent staff.

Qualifications and Experience

- Tertiary degree in politics, social science, journalism, or similar communications related field, including research and analysis skills.
- Minimum two years' experience in a relevant position including knowledge of the media environment of Ghana and our eight other countries of accreditation.
- Advanced level of computer literacy particularly in website publishing, social media, Microsoft Office, and Outlook. Capacity to learn new computer programs and familiarity with database management.
- Strong communication, interpersonal and representational skills, and the ability to deal with a wide range of clients from diverse backgrounds including a working-level fluency in French (CEFR B1).
- Highly developed commitment to ethics, organisational skills, and attention to detail, including the ability to meet deadlines while managing priorities and working collaboratively in a highly productive team.

Eligibility Requirements

- Applicants must be able to work as a locally engaged staff member at a diplomatic mission in Ghana. Residency Visas and work permits are the responsibility of the applicant.
- Applicant should have a valid driver's licence; including for manual transmission vehicles.
- Available to undertake occasional short-term travel, including ability to hold a valid passport.
- Employment is subject to satisfactory medical and security vetting.

APPLICATION

Applications must be submitted before **11:30pm, Sunday 17 July 2022** with your cover letter in an email format to:

Accra.staffing@dfat.gov.au

Your professional email should be no larger than 2mb in size or it will not be received by our email system. Do not attach copies of your licences or academic certificates as this is likely to exceed the size limit.

We expect your email cover letter to have two attachments, each of no more than two A4-sized pages in length:

- 1) A written application (essay) stating your claims against the selection criteria (below); and
- 2) A Curriculum Vitae including:
 - a) your name and contact details, so we can contact you if you are shortlisted for interview,
 - b) employment records,
 - c) education qualifications summary,
 - d) language skills,
 - e) two referee details, including telephone and email

We do not require personal details such as date of birth, marital status, height, weight, religion, or gender.

Applications which do not fulfil and comply with these criteria will not be considered. Applications with typographical, grammar or role information errors will not be considered. Late applications will not be considered. Applicants who are not short-listed for interview will not be contacted.

THE AUSTRALIAN HIGH COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER.
PLEASE NOTIFY US IF YOU REQUIRE REASONABLE ADJUSTMENTS.

STATEMENT OF CLAIMS

Your statement of claims should demonstrate *how* you meet the **selection criteria** listed below. Please use specific examples. One example may address several selection criteria. Your responses to the selection criteria are the most important part of your application and will be used along with the employment summary to shortlist applicants.

The key is to:

- demonstrate your qualifications, knowledge, skills, abilities, and experience by providing evidence of how you meet the selection criteria,
- provide specific details, and
- where possible, include an indicator of success or a result.

An easy way to do this is to use the **STAR** model - that is:

Situation	Provide a brief outline of the situation or setting
Task	Describe your responsibilities and the challenges of the situation
Action	Explain what you did and how you did it
Result	Describe the outcomes of what you did

Conciseness is important; applications that exceed the specified two pages may not be considered. There is no need to repeat what is in your employment records.

Applications that do not respond to the selection criteria will not be considered.

SELECTION CRITERIA

- Job Context and Environment:** The applicant has demonstrated a high-level understanding of the impact of the media landscape on longer-term strategic, political, or operational outcomes for their work area. They have maintained a well-developed understanding of existing relevant legislation and policy frameworks and can gather, analyse, and report on research obtained from open sources in response to emerging issues; interpreting and drafting policy in relation to economic, trade, political and foreign policy issues, including contributing to strategic messaging for publication.
- Leadership and Accountability:** The applicant has contributed to strategic planning, pro-actively identifying issues of relevance and anticipating problems regarding an organisation's public profile; and suggesting solutions. The applicant has used their knowledge of publicity, and established guidelines to inform their decision making for complex and sensitive situations. The applicant has demonstrated high-level organisational and coordination skills, having accountability for their team role, including the ability to prioritise, meet deadlines and supporting colleagues.
- Independence and Decision-making:** The applicant has experience working independently in relation to economic, trade, political and foreign policy issues and demonstrated an understanding of when complex or difficult issues require expert or senior input. The applicant can perform objective and systematic research and analysis to obtain accurate conclusions based on evidence, identify problems or issues, and establish treatments in the process. The applicant can show how they have exercised professional judgement to make decisions in collaboration with key stakeholders and with strong regulatory justification; and how these decisions impacted positively on the goals of their work area.
- Stakeholder Management:** The applicant has advanced interpersonal skills and fluency in English and French, including the ability to seek out public diplomacy opportunities, make persuasive representations at conferences and seminars; and secure appointments with a range of clients, including senior representatives in the public and private sectors. The applicant responds to stakeholder needs using competence in a variety of written styles, including websites, social media reports, emails, and official documents and contributes to innovations in modern diplomacy.
- Management Diversity and Span:** The applicant has a strong understanding of the Ghanaian media environment, including current possession of contacts working in media or the ability to form them. The applicant has undertaken specialist or technical research and analysis, conducted investigations to provide insights on public discourse, thus contributing to the direction of work priorities, monitoring workflow, and supporting junior colleagues. A knowledge of contemporary Australia and Australian Government media, as well as the understanding of the media environment in the High Commission's other countries of accreditation would be an advantage.

REFEREES DETAILS

We require the contact details of two (02) referees as part of our recruitment process. Referees may be used by the selection panel to validate the claims you have made in your application and interview.

Your referees may include the following:

- Immediate and higher-level supervisor/s from current or other relevant previous employment,
- Senior person as advisor/mentor.

When choosing referees, ensure they know you well and can be contacted easily (e.g., less than 1 year from separation date of previous employment). Contact your referees to let them know you've put their names down and to get their agreement to be named as a referee. You may also want to talk to your referee about the job you are applying for, the skills required and how you match the job's requirements.