



Australian Embassy Pohnpei

PUBLIC AFFAIRS AND RESEARCH OFFICER

APPLICANT INFORMATION PACKAGE

Closing Date for applications:

9am Monday 19 May 2025

Australian Embassy Overview

The Australian Embassy in Pohnpei is responsible for Australia's relations with the Federated States of Micronesia (FSM). Its objectives are to maintain positive and resilient bilateral relations with the FSM, including through an effective and responsive development program, and to provide responsive consular and passport services to Australians in the FSM.

Australian Embassy's Diversity Policy

Our recruitment decisions are made on the basis of merit and we do not discriminate on the grounds of gender, age, race, ethnicity, religion or disability. Our employees enjoy equity and fairness in the workplace, opportunities for professional development, and support to balance their work and private lives.

The department is committed to providing equal employment opportunities, access, equity and social inclusion for all employees, and in particular for the following groups:

- women
- people from a non-English speaking backgrounds, and
- people with a disability.

We strongly encourage suitably qualified people including those with disabilities to apply for our advertised vacancies. We aim to provide a work environment which is inclusive, supportive will make reasonable adjustments for applicants with disabilities and for people with disability who are applicants for employment. If you need any assistance or adjustments to participate fully in the application/interview process, please contact: +691 320 5448

Employment opportunities will not be denied to anyone because of the need to make reasonable adjustment for a person's disability.

Position Details

The Embassy is seeking applications from suitably qualified persons to apply for the full time position of **Public Affairs and Research Officer**.

This position plays an important role at the Embassy, researching and providing advice to the Ambassador and staff on key policies and developments in the Federated States of Micronesia. It also manages the Embassy's public affairs and social media programs, helping to promote Australia's partnership with the FSM. It requires well developed interpersonal, communication and social media skills and the ability to work productively and energetically as part of a small upbeat team ensuring strong ties between Australia and the FSM.

Full Time Contract: This is a **full-time two-year contract** which includes a three-month probation period. The contract may be extended on the basis of need and performance.

Salary: The salary range offered to the successful applicant will be **US\$22,944 – US\$26,832 per annum**. Subject to qualifications and experience, the salary point may be negotiated. Advancement is possible through the Embassy's performance management system. The Embassy has an attractive remuneration package including recreation, flex-time and sick leave.

Eligibility / Other Requirements:

The successful applicant must provide evidence of the following;

- relevant FSM work permit - the Embassy will not cover any costs associated with a work permit or relocation.
- a valid local driver's license with a good driving record
- the successful applicant will be required to obtain satisfactory police and medical clearances.

Application Process: Interested applicants need to provide a resume / CV and address the selection criteria. The selection criteria and duty statement are at **Attachment A**.

Please note that all of the selection criteria need to be addressed within the written application to be considered for interview. Attachment B and C should also be completed and included in your application. Incomplete applications will not be accepted.

Please **email** the following documents to the address below:

1. **Resume/CV**
2. **Written Response to each of the Selection Criteria (Attachment A)**
3. **Completed Attachments B and C**

Email to: phpi.mail@dfat.gov.au

Applications close at **9am on Monday, 19 May 2025 (Pohnpei time)**.

No late applications will be considered.

Public Affairs and Research Officer

Duty Statement

1. Research and produce well-written reports and analysis of key political, economic and social policies and developments in the Federated States of Micronesia (FSM).
2. Produce a range of written materials such as correspondence, proposals, presentations, speeches, and media and social media content.
3. Under supervision, plan, coordinate and implement the Embassy's Public Diplomacy and Social Media Strategies, managing activities and functions and developing promotional materials, including taking photographs and videos for the Embassy.
4. Monitor and summarise media and social media reporting on development, social, political and cultural activities of interest to the Embassy and to the Australian Government.
5. Build and maintain relationships across a broad range of stakeholders, including with community, government, diplomatic and private sector representatives.
6. Support official visits to the FSM including organising programs, liaising with host governments and providing onsite support.
7. Other duties as required, including providing backup for other positions.

Attachment A

Public Affairs and Research Officer

Please provide **written responses** to all five Selection Criteria below based on your qualifications or previous work experience. All criteria have equal weighting. For each of the selection criteria, you should provide an example of a time when you were able to display the “**selection criteria**”.

SELECTION CRITERIA

1. Experience in producing a range of written products in English, such as reports on economic, political, development, social or cultural issues in the FSM or Pacific, speeches and media/social media content, preferably in a government, non-government or international organisation.
2. Demonstrated high level of interpersonal, oral and written communication skills in English and a local FSM language, preferably Pohnpeian, plus strong stakeholder engagement experience;
3. Experience in implementing public diplomacy and social media strategies, producing content for social media (including Facebook and Twitter) and managing events;
4. Demonstrated high-level organisational and management skills, ability to set priorities, take initiative; make good judgements and see projects through;
5. Experience with office IT systems and software packages, particularly Microsoft Office applications (Word, Excel, etc), Powerpoint and social media software.

Attachment B

Employment & Qualification Background

1. Personal Particulars

	Surname	Given Name(s)

Personal Details

Date of Birth: _____ Place of Birth: _____

HK ID Card number *and/or* Passport Number: _____

Nationality. Present: _____ At Birth: _____

Address, telephone contact details, email address; _____

2. Current Employment

Month/Year Commenced	Employer	Position

3. Previous Positions Held (including movement within an organisation)

Month/Year Commenced	Month/Year Finished	Employer	Position	Level

4. Academic Qualifications

Year Received	Qualification	Institution

5. Languages

	Proficiency Level

6. Other e.g. Awards, Academic Appointments, Publications, Professional Associations, etc

Referee contacts

Please provide the names and details of two referees whom the Embassy can contact if you are short listed for the interview.

Referee 1

Full name of Referee:	Relation to Applicant (employer/supervisor):
Occupation (Position and company):	Phone:
Email:	

Referee 2

Full name of Referee:	Relation to Applicant (employer/supervisor):
Occupation (Position and company):	Phone:
Email:	