



PUBLIC AFFAIRS ASSISTANT

The U.S. Consulate General Melbourne is seeking an individual for the position of Public Affairs Assistant in the Public Affairs Section.

Salary: A\$63,210 p.a. pro-rata + superannuation benefits

Hours: Full time, 40hrs/week.

For further information and the selection criteria please refer to the [Duties and Responsibilities Statement](#).

Forward application letter, response to the selection criteria and resume to the Management Office U.S. Consulate General, 553 St Kilda Road, Melbourne, VIC 3004 by
MARCH 16, 2012.

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

***Note:** Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

POSITION TITLE:
PUBLIC AFFAIRS ASSISTANT

POSITION GRADE LE- 7
(STARTING SALARY A\$63,210
PRO-RATA)

DUTIES AND RESPONSIBILITIES

Basic Function of the Position

The Public Affairs Assistant reports directly to the Public Affairs Officer. The incumbent facilitates budget and administrative matters for the Public Affairs Section, is the section's primary point of contact for procurement issues, manages multiple contact and reference databases, and in general, serves as the office manager. The position is also responsible for coordinating the Consulate's school outreach effort, and assists in conducting in-reach and out-reach activities. The incumbent manages public inquiries and when appropriate drafts responses, reports and presentations. The incumbent also serves as personal assistant to the Public Affairs Officer.

Major Duties and Responsibilities

Outreach/Program Support: 50%

Coordinates the Consulate's school outreach effort, publicizing opportunities with the community, and serving as the liaison between Consulate speakers to local high schools, libraries and organizations throughout Melbourne's consular district. Coordinates both visits of Consulate speakers to schools as well as bringing classes to the Consulate for presentations by Mission officers. Recommends and designs other school outreach, and accompanies speakers where necessary.

Works with EducationUSA staff to determine the most appropriate high school venues in the Consular District for the promotion of study in the U.S. Generates information packets using IIP, ECA, and locally-developed materials for targeted distribution to schools and other community organizations.

Provides staff support to Section and Consulate special events, visiting U.S. Speakers, VIP's and U.S. ship visits, etc.

Serves as an administrator to the Consulate's Mission Activity Tracker (MAT), ensuring the reporting tool is used by all staff, and that timely program information and activity results are sent to the EAP bureau. Customizes and generates reports for analytical purposes and to highlight trends in outreach.

Budget and Administrative: (25%)

Provide budget and administrative support to the public affairs section, including the preparation of annual and quarterly budgets within the Melbourne Public Diplomacy (PD) allotment for the purpose of coordinating with the Embassy and PD's Mission Wide Budget.

Coordinates all procurement for PAS Melbourne, including non-expendable equipment, and management of the Section's Purchase Card, and acts as liaison with PAS Canberra, RFMC and GSO. Tracks Section expenses including representation, travel/Cabcharge and other items pertaining to the PD budget, and regularly advises PAO of budget status. Responsible for all expendable inventory. Serves as the Section's timekeeper.

Manages the Section's various databases and multiple calendars to ensure they are kept up to date, information is correct, and scheduling or other conflicts are avoided.

Receives, prioritizes and drafts responses to public inquiries.

Research and Reference: (15%)

Serve as the Section lead for Mission Australia's new information resource/reference and contact database [MIRP], overseeing the countrywide roll-out for the Consular District, coordinating outreach with the Embassy, and administering the database for the Consulate.

In addition to MIRP duties, work as part of the Mission's IRC team on research issues, ordering IIP resources, making referrals to appropriate institutions or collections or contacting other agencies or private sources to obtain information.

Personal Assistant to the Public Affairs Officer (10%)

Oversees Supervisor's activities, programs and commitments in order to maximize interaction with Australian audiences.

Maintains calendar of appointments, meetings, conferences; arranges domestic and international travel; processes all TDY and representational reimbursements; drafts and prepares a wide range of correspondence for the PAO – from Public Affairs strategies to thank-you letters.

QUALIFICATIONS REQUIRED AND SELECTION CRITERIA

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school (Year 12) is required.
2. Four years progressively responsible experience in administrative work including community relations, international programs and event planning experience is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Must have advanced computer skills and a demonstrated ability to use a variety of software programs.
5. A demonstrated understanding of American and Australian government, education, social, cultural and media structures is required.
6. Must have excellent organizational skills with a demonstrated ability to manage multiple projects simultaneously and prioritize work independently to meet deadlines.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS WITH 12 MONTHS VALIDITY TO BE ELIGIBLE FOR CONSIDERATION.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed U.S. Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. The candidate must be able to obtain and hold a Sensitive but Unclassified security clearance.

EFM's must have 12 months remaining at Post.

TO APPLY

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Management Office
U.S. Consulate General
Level 6, 553 St Kilda Road
Melbourne VIC 3004

THE DEADLINE FOR APPLICATIONS IS MARCH 16, 2012

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

U.S. Mission Australia maintains a drug free work environment.

Appendix

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References