



Australian Consulate General, Shanghai

Staff Vacancy Research, Visits and Public Diplomacy Manager Locally Engaged Staff – LE5

The Australian Consulate General in Shanghai is seeking applications from suitably qualified persons for the position of Manager, Research Visits and Public Diplomacy section. The position is open to Australian and Chinese citizen applicants. The successful applicant will need to meet the requirements of, and be employed through the Shanghai Foreign Agency Service Department (SFASD).

The position reports to the Deputy Consul General. Functions include, but are not limited to:

- Manage the Research, Visits and Public Diplomacy team and workflow
- Liaise and maintain contacts with Chinese Government officials
- Undertake research and prepare high level analysis in political and economic reporting on matters of Australian interest in Shanghai and consular districts
- Assist in the implementation of the Post's Public Affairs program
- Assist in the development of official visit programs and participate in official visits, including provincial visits
- Provide executive support to the Consul General (which may include interpretation at official functions).

The Australian Consulate-General offers a competitive remuneration package and conditions of service. For salary information, please contact Teresa Dai (5292 5500 Ext 216). There is a mandatory two-month probation period which applies to all new employees.

Applications that do not address the selection criteria will not be considered.

Applicants may email to acgshanghai.recruitment@dfat.gov.au

Applications must be received by close of business (17:00) local time Friday 22 July 2016.

Only applicants short-listed for interview will be contacted by the Consulate. If you have not been contacted by 5 August 2016, your application was unsuccessful.

SELECTION CRITERIA

- A. Strong communication skills, fluent in written and oral English (Mandarin also highly desirable).
- B. Advanced organisational skills, especially in relation high-level visits, events, and team management. Ability to prioritise and meet deadlines.
- C. Strong liaison skills including the demonstrated ability to build relationships and liaise closely with a range of Australian and Chinese government agencies. Ability to lead and work effectively as part of a team.
- D. Strong conceptual and analytical skills including demonstrated ability to exercise sound judgment and initiative; ability to identify critical issues and to respond quickly.
- E. Superior knowledge and awareness of the political and economic environment, both in Australia and China, and in Shanghai more specifically.