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| **Position Number** | 20088 |
| **Title** | Strategic Communications Officer |
| **Classification** | LE5 |
| **Section** | Development Section |
| **Reports to** | Second Secretary, Development, Kathmandu |

**About the Department of Foreign and Trade**

The role of the Department of Foreign Affairs and Trade (DFAT) is to make Australia stronger, safer and more prosperous by promoting and protecting our interests internationally and contributing to global stability and economic growth. The department provides foreign, trade and development policy advice to the Government. We work with other government agencies to ensure that Australia’s pursuit of its global, regional and bilateral interests is coordinated effectively.

**About the position**

Under limited direction from the Head of Mission and Second Secretary, Development, the Strategic Communication Officer is responsible for:

Social media

* Develop and implement a social media strategy to promote Australia’s profile in Nepal and the region to reach, inform and influence local audiences while promoting the Embassy’s strategic outcomes and aims
* Maintain internal and external networks to coordinate input with a range of stakeholders to prepare and publish content for the Embassy social media channels, including Twitter, Facebook and Instagram, in English and Nepali
* Manage and respond to comments on the Embassy’s social media channels, addressing sensitivities and public engagement with a high level of judgement
* Monitor changes in the local and donor community that may impact on the Embassy’s communications, including by monitoring and analysing social media output of key partners and provide high level advice to Embassy management
* Provide detailed analytics of the Embassy’s social media engagements with recommendations for future planning

Communications   
Provide strategic advice on media activities including through preparing speeches, talking points and briefs for the Ambassador and senior Embassy officials

* Promote the Embassy’s objectives by developing press releases and circulating to a network of media outlets
* Manage content on the Embassy website, including developing and publishing media releases and updating content

Program Management

* Under limited direction, manage a portfolio of climate change and water governance programs, providing expertise and specialist technical knowledge to inform the Embassy’s investment planning and decision making
* Manage contracts with implementing partners, ensuring compliance, and undertaking financial reporting, in accordance with departmental financial and development frameworks
* Evaluate the effectiveness of risk management and risk assessment activities within program remits
* Manage program performance monitoring and reporting in accordance with department requirements and assist in strategic planning for the work area
* Manage relationships with relevant stakeholders, including senior Government officials within water and climate related Ministries to achieve program goals
* Represent the Embassy and advocate our climate change and water governance interests at bilateral and multilateral fora

Other duties

* Provide general support to a small team of Program Managers in the development team.
* Manage other development programs during staff absences
* Establish, develop and maintain strong working relationships with a network of contacts working in social and traditional media fields to promote the Embassy’s interests

**Qualifications/Experience**

* Tertiary qualifications in communications or a relevant field
* Professional experience in social media management and communications
* Strong written and verbal English and Nepali communication skills
* A high level of attention to detail
* Experience using Canva or similar social media tools and creative software
* Demonstrated ability to research, analyse, collate and present information in a timely and accurate manner
* Strong interpersonal skills and the ability to build effective working relationships with stakeholders at all operational levels
* Demonstrated ability to achieve results, take initiative and work independently
* The ability to work under pressure and meet deadlines