



**Australian High Commission**  
**Vanuatu**

<b>Title</b>	Senior Aid Communications Manager
<b>Classification</b>	Level 7
<b>Division/Branch/Section</b>	Pacific/Vanuatu/ Political and Economic
<b>Reports to</b>	Second Secretary Political and Economic
<b>Type of position</b>	Short-term 12-month position from February 2021 – January 2022 (Full-time or part-time negotiable)

### **About the Role**

Under limited direction, the Senior Aid Communications Officer will work within the Australian High Commission's Public Diplomacy Unit to promote Australia's development cooperation program in Vanuatu. They will produce aid-focused communications materials including media releases and social media posts and will provide training and capacity building to communications and public affairs staff employed within Australia's bilateral aid programs in Vanuatu.

### **The key responsibilities for the position are**

- Work within the AHC Public Diplomacy Unit to ensure effective aid-focused communications are included in the broader AHC public diplomacy strategy and work plan.
- Produce well-written and timely aid communications products including media releases, articles, social media, photos, videos and reports for use in print and social media.
- Complete a stocktake of existing communications and public affairs staff and capabilities across Australia's bilateral aid programs in Vanuatu.
- Plan and implement a training program to build the capacity of aid program staff to effectively promote Australia's aid program in Vanuatu.
- Contribute to running aid and public diplomacy events including project openings and visits and partnership launches and signing ceremonies.
- Produce aid-focused speeches including for use by senior officials at events.
- Provide input into drafting high quality and evidence-based communications documentation, including talking points, factsheets and other promotional material.
- Build and maintain relationships with stakeholders including the Vanuatu Government, local media organisations and journalists, partners in the delivery of the aid program including NGOs, CSOs and the private sector.
- Comply with Australian Government standards on branding and records management.
- Monitor and evaluate media, including social media.
- Develop media strategies and manage relations with local and visiting media during high-level visits.
- In an event of a disaster the position may be required to be part of the Post disaster response team.

### **Qualifications/Experience**

- This position requires relevant tertiary qualification as well as a minimum of five years technical expertise and/or experience in communications, public diplomacy, public relations, media or related sectors.
- An understanding of aid related issues and organisations in Vanuatu.
- High-level communication skills in written and spoken English and Bislama.
- Proficiency in photography, videography and use of social media.