

AUSTRALIAN HIGH COMMISSION, DHAKA

DUTY STATEMENT

Position No. 5503 **Classification** BB 4.1
Location Consular & Admin **Supervisor** Deputy Head of Mission
Designation Senior Research and Communications Officer

DUTIES:

1. Support Public Diplomacy activities:
 - Cultural and publicity activities for the High Commission
 - Assist with maintaining good relations with key media contacts and keep media contacts database up to date
 - Assist with preparing speeches, correspondence and media releases.
2. Administer the Direct Aid Program (DAP):
 - Monitor and administer all DAP expenditure; provide acquittals;
 - Prepare half yearly and annual reporting cables.
3. Assist DHOM in the management of the Human Rights Grants Scheme (HRGS).
4. Assist HOM and DHOM in making appointments as required.
5. Provide administrative support for AHC key events (i.e. Australia Day, ANZAC Day, Press Briefings/Conferences)
6. Research, analyse, prepare reports and advice on political and economic issues in Bangladesh.
7. Assist DHOM in undertaking RRT investigations, prepare reports, cables and other relevant correspondence
8. Maintain relevant political and economic records including bio-data and biographies of key contacts
9. Assist with bilateral and in-country visits as required.
10. Provide interpretation and translation services as required.
11. Respond promptly to other research, administrative and communications tasking from HOM and DHOM as required.

Note: The occupant of the position may be required to travel outside Dhaka.

SELECTION CRITERIA

- ❑ Tertiary qualifications in an appropriate field (e.g. public affairs, development studies, international relations, politics or economics)
- ❑ Excellent communication skills – both in written and spoken Bangla and English
- ❑ Sound knowledge of the Bangladesh political and economic situation
- ❑ Demonstrated capacity for research and analysis
- ❑ Proven ability to work as a team member
- ❑ Sound organisational skills and ability to perform well under pressure; Experience in managing relations with the press and/or various government agencies is highly desirable
- ❑ Experience with MS Word, Excel, using e-mail and the Internet.