



AUSTRALIAN EMBASSY

Job Vacancy – LE3 Protocol and Events Officer

The Australian Embassy in Amman is seeking an energetic, proactive, and service-focussed person to join our team as a Protocol and Events Officer.

About the position:

The Protocol and Events Officer, under the direction of the Vice Consul, performs a range of administrative tasks associated with managing the arrival and departure of Australian diplomatic staff, as well as broader protocol requirements for the Embassy in Amman. In coordination with the Protocol Manager and staff across the Embassy, the Protocol and Events Officer will assist with the management of the Embassy's public diplomacy events.

Key responsibilities include, but are not limited to:

- In coordination with the Protocol Manager, handling of Embassy protocol-related administrative matters including Australian diplomatic staff arrival and departure processes, accreditation, visas, taxation concessions, exemptions, airport passes, vehicle registration and renewal, and Customs liaison.
- Preparing correspondence and liaising with the Ministry of Foreign Affairs, Jordanian government agencies and other embassies on the above matters.
- Developing and maintaining a network of contacts in the Jordanian government, diplomatic network and commercial sector to facilitate events, protocol and other Embassy work.
- In coordination with the Research, Aid and Media Officer, managing logistical arrangements and liaising with stakeholders for public diplomacy, Direct Aid Program and development assistance-related events.
- Managing logistics for internal Embassy workshops, briefings and major meetings.
- Preparing visit programs and logistics for official visitors.
- Translating documents from Arabic to English and English to Arabic, and acting as interpreter for Australian staff and visitors as needed.
- Acting as backup to the HOM/DHOM PA and support the PA's work during surge periods.

Selection Criteria:

The successful candidate will demonstrate:

- A professional and strong standard of written and spoken English and Arabic, with the proven ability to translate documents clearly and accurately.
- Strong organisational, networking and liaison skills.
- High attention to detail and capacity to juggle priorities.
- Ability to work harmoniously in cross-cultural environments.

The job level is LE 3.1 and the base salary is 1,190.800 JOD monthly. All new staff are employed on a fixed term contract basis and will be initially engaged for a three-month probationary period.

Applications must include:

- A cover letter which explains how you meet the above selection criteria (maximum 1,000 words), using examples from your previous experience.
- A short resume of two pages.
- The contact details of at least two recent work referees, preferably one should be your current supervisor.

Please send your application, or any enquiries, to (amman.applications@dfat.gov.au).

Applications will be accepted no later than **12:00am 2nd of July 2023**, also please make your e-mail subject (**Protocol and Events Officer**). Incomplete applications will not be accepted.

The Australian Government is an equal opportunity employer.