



AUSTRALIAN EMBASSY

Job Vacancy – Research, Aid and Media Officer

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

About the position:

The Research, Aid and Media Officer position collates and analyses information on Jordan's political system, social and economic policies and regional relations. The position is responsible for day-to-day management of assistance programs (humanitarian, Direct Aid Program and development) including coordination and liaison with relevant Jordanian stakeholders. The Officer will also manage the Embassy's social media program.

Key responsibilities include, but are not limited to:

- Preparing short assessments/reports on political, economic, development and refugee issues.
- Developing and maintaining a network of contacts across the Jordanian system and diplomatic community, relevant to the work of the Embassy.
- Liaising with the Jordanian government, embassies, aid agencies and civil society organisations.
- Representing the Embassy at external meetings.
- Managing Australian assistance programs in Jordan including selection processes.
- Assisting the preparation of visit programs for official visitors covering aid and other issues.
- Developing and implementing social media strategies and tailoring content in support of the Embassy's advocacy and public diplomacy objectives.
- Interpreting and translation duties.

Selection Criteria:

The successful candidate will demonstrate:

- Advanced communication skills, written and verbal (both in Arabic and English).
- Ability to provide high quality analysis of political and economic developments.
- Strong networking and information gathering skills.
- Proficiency in utilisation of social media for advocacy and public diplomacy aims.
- Skills in managing aid programs, including selections, monitoring and evaluation.
- Understanding of risk management.
- Ability to work harmoniously in cross-cultural environments.

The job Level is LE 4.1 and the base salary is 1,471.600 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 (**Research, Aid and Media Officer**). Incomplete applications will not be accepted.

| The Australian Government is an equal opportunity employer.