

JOB OPPORTUNITY AT THE EMBASSY OF SWEDEN

COMMUNICATIONS ASSISTANT (full-time position)

The Embassy of Sweden in Canberra is looking for a dynamic and creative content creator to enhance the Embassy's activities in social media, but also to function as an integrated part of the Communications and Promotion team. The main tasks of this position are:

- To monitor social media platforms, including analysing data, and to develop and execute efficient communications strategies for social media.
- To plan, create and post a variety of engaging social media content in line with the Embassy's tone across multiple platforms.
- To monitor press reviews and special social media channels on specific topics.
- At certain occasions, to prepare press material and engage with journalists.
- To engage in joint activities of the team and to take lead of occasional events and other activities.

Other tasks are:

- To seek new opportunities for cooperation with relevant stakeholders for upcoming exhibitions and events.
- Maintaining media/cultural contact database.
- To participate in the EU working group for public diplomacy.
- Assisting with certain of the Embassy's administrative tasks.

Qualifications and skills required for this position:

- Tertiary qualifications or demonstrated experience in marketing, digital and/or communications, public relations and/or journalism.
- Experience with social media management and analysis, content creation, writing, digital communications and stakeholder management.
- Excellent writing skills, experience from visual communication, attention to detail and tonality, and high expectations for quality.
- Maturity and judgment to manage competing priorities and deliver work within deadlines.
- Readiness to engage and cooperate with other team members to create the best total output.
- Ability to carry out administrative tasks in a busy and changing environment.
- Completely proficient in written and oral English language.

Australian citizenship or resident with a working permit is an absolute requirement.

Selection process:

- Applicants should send, as a pdf, a motivation letter (one page) and CV (max 2 pages) including at least three (3) recent and relevant academic, professional and employment references.

- Only shortlisted candidates will be contacted and subsequently asked for documentation that supports the background and qualifications mentioned in their CV.
- Send applications, no later than November 29th 2024, to the following email ambassaden.canberra@gov.se. Please write in the email subject line "Communications Assistant" UM2024/. Please note that the selection process will be ongoing and suitable candidate(s) may be called for interviews prior to November 29th.

The Embassy of Sweden has been established as an employer of local staff in Australia for more than 50 years. It promotes an attractive employment package. It boasts an established, professional, and dedicated team that values equality and transparency in the workplace.

Employment contract is based on local labour law and standard contract terms of the Swedish Embassy in Canberra.

The selected candidate must agree to complete a security background check prior as well as a medical checkup to employment.

For any questions regarding the position please contact: Nils Hedberg Grimlund, Deputy Head of Mission, by email at ambassaden.canberra@gov.se.