Subject: 澳洲总领馆信息

<http://www.china.embassy.gov.au/bjng/home.html>

Please see the attached for the duty statement and selection criteria. We are seeking high quality written applications. Your application should include**a cover letter, CV and statement of claims directly addressing the selection criteria.** **Applications that do not directly address the selection criteria will not be considered.**

All applicants should provide detailed contact information for two referees. The application period will close on **28th February 2014**.  
Applications should be submitted to [recruitment.chengdu@dfat.gov.au](mailto:recruitment.chengdu@dfat.gov.au).

Please note that only applicants short-listed for interview will receive a written reply. Thank you for your understanding and your interest in working at the Australian Consulate-General in Chengdu.

**DUTY STATEMENT**

Provide executive support to Consul-General:

* Manage Consul-General’s diary, including appointments and car movements
* Arrange Consul-General’s provincial travel, including booking flights, accommodation and

ground transport, preparing travel forms and acquitting advances

* Manage Consul-General functions, including issuing and following up on invitations,

preparing guest lists, drafting seating plans, organizing catering, and managing Consul-

General’s function staff

* Maintain records of the Consul-General’s representation activities and complete

representation returns

* Manage Consul-General’s business cards and consulate’s contacts database and gifts

register

* Co-ordinate the preparation of Consul-General’s briefing materials for meetings, travel and

speeches

Manage consulate events (eg, Australia Day, exhibitions, functions, etc) and assist with high- level visits:

Assist the Public Affairs and Policy Section as required, including planning of events

(booking and setting up venues, coordinating guest lists, invitations, seating plans, running orders, etc.) and assistance with high-level visits, as required

Provide general administrative assistance to the consulate:

* Act as a back-up consular officer and assist with consular, passport and notarial services.
* Assist with general administrative and finance duties as required.
* Perform routine office tasks such as photocopying, mail dispatch, manage telephone callsAnd filing

**Other duties**

As part of the consulate team, assist with other consulate priorities as required.

***Note:***The Australian Consulate-General is a professional team and consulate staff are expected to be respond to challenges, be flexible, and to assist with other duties and projects of the consulate as required. Staff should note that some position duties may change over time as required.

1. Strongorganisationalskillsanddemonstratedabilitytoprovideexecutivesupport, including managing diaries, databases and programs. Effectively undertake administrative duties using computer based systems such as Microsoft Office and Excel.
2. Demonstratedabilitytomanagecomplexprojectsorevents,includingnegotiationand liaison with service providers and relevant organisations, planning, managing invitations and project implementation.
3. Ability to work with minimal supervision, set priorities and organise workloads to meet deadlines. Ability to solve problems, be flexible and adapt to new tasks and situations as required.
4. AbilitytocommunicateeffectivelyorallyandinwritinginEnglishandMandarin.Strong liaison, negotiation and consultation skills.
5. Good interpersonal skills, including the ability to cooperate well with colleagues and clientsanddevelopgoodworkingrelationships. Ability to work well as amember of a team.
6. Previous executive support experience, event management experience, and/or consular, passports or similar work experience, is highly desirable.