



## Vacancy: Pacific Region Adviser

- **Temporary, 12 month engagement with possibility for extension**
- **Full time, 37.5 hours per week**
- **\$55,000 - \$64,999**

*The Royal Norwegian Embassy in Canberra represents the Norwegian government in Australia, the Cook Islands, Fiji, New Zealand, Papua New Guinea, Solomon Islands, Tonga and Tuvalu. The Embassy promotes Norwegian interests and maintains good relations with the Government and people of these countries. The Royal Norwegian Embassy is conveniently located in the diplomatic precinct of Yarralumla in Canberra.*

### **Job Description**

The position is located at the Royal Norwegian Embassy in Yarralumla, Canberra. The Embassy has a total of eight staff members. The position is a new, temporary position and is vacant from March 2018 for one-year, with a possibility of extension of up to one year. The position reports to the Head of Mission.

The Royal Norwegian Embassy in Canberra is side-accredited to seven countries in the Pacific, including New Zealand. The incumbent will part of the team focusing especially on Norway's relations to the Pacific region and the Pacific states.

The work will entail following the developments in the region, write informal reports on current issues and more topical briefing-notes, develop and maintain a Pacific calendar of regional meetings, keep updated on activities within the regional organisations, organise visits for the Embassy and visiting delegations etc. The incumbent will also perform administrative tasks such as organising events and processing diplomatic correspondence and general enquiries. It is the purview of the ambassador at all times to utilise the resources at the Embassy according to current priorities and tasks. The incumbent could be given other tasks than the described.

The Embassy offers varied and interesting tasks, highly motivated colleagues, a good working environment, free parking and additional public holidays. Necessary training will be provided.

## **Qualifications Required**

1. Applicants should possess a degree in Pacific studies or relevant social/political studies.
2. Fluency in English (native level).

## **Selection Criteria**

1. Knowledge and experience of the Pacific region is essential, including current regional developments.
2. Excellent research and written skills, and an ability to work at both an analytical and practical level. Must be able to work in a systematic and organised manner.
3. Ability to work as an effective and positive team member, with excellent communication and interpersonal skills, and an ability to build and maintain strong stakeholder relations.
4. An aptitude for IT-based and technical work processes, including communication and social media

In relation to the selection criteria and position description, applicants are required to provide a single 800 words response outlining the skills and experience that they would bring to the position.

The successful applicant will be employed in accordance with local regulations. Applicants must have Australian citizenship or a work permit in Australia. There will be a probationary period of three months.

## **How to apply**

To apply for the position, please include your application response letter and current Curriculum Vitae. Applications must be received by 5:00 pm on Wednesday 7 March 2018

Applications with attachments should be submitted by e-mail to: [emb.canberra@mfa.no](mailto:emb.canberra@mfa.no)  
For questions regarding the position, please contact us by e-mail: [emb.canberra@mfa.no](mailto:emb.canberra@mfa.no)

**Applications received after deadline will not be considered.**  
**Only shortlisted candidates will be contacted.**