

JOB OPPORTUNITY AT THE EMBASSY OF SWEDEN

PROMOTION OFFICER (full-time position)

The Embassy of Sweden in Canberra is looking for a dynamic and creative project manager to enhance the Embassy's outreach activities, and to function as an integrated part of the Communications and Promotion team. The main tasks of this position are:

- To plan, prepare and execute different kind of events as part of the Embassy's outreach and trade promotion activities.
- To coordinate joint activities together with close partners such as Business Sweden and the Sweden-Australia Chamber of Commerce.
- To participate in the Communications and Promotion Team's strategic planning and evaluation of activities.
- To participate in the Communications and Promotion Team's other activities and contribute to projects managed by other team members.
- To plan and produce content such as articles, presentation material, social media posts and delegation programmes.
- 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 trade fairs, exhibitions and events.
- To participate in maintaining and expanding the Embassy's network with relevant partners and the Swedish business community.
- To participate in relevant EU working groups.
- Assisting with certain of the Embassy's administrative tasks.

Qualifications and skills required for this position:

- Tertiary qualifications or demonstrated experience in marketing, project management, public relations and/or business administration.
- Experience with event and/or project management, content creation and writing.
- 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.
- Previous experience from the private sector and/or business promotion would be an asset for this position.

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 23 March 2025, to the following email ambassaden.canberra@gov.se. Please write in the email subject line “Promotion Officer” UM2025/. Please note that the selection process will be ongoing and suitable candidate(s) may be called for interviews prior to 23 March.

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.