

JOB OPPORTUNITY AT THE EMBASSY OF SWEDEN

CULTURAL; PRESS & SOCIAL MEDIA ASSISTANT (full-time position)

Re-advertised with revised content.

The Embassy of Sweden in Canberra is looking for an enthusiastic and proactive individual with great social skills to cover a position as Cultural, Press & Social media assistant at the Embassy.

The main job tasks of this positions are:

Event planning.

- Planning, organizing, and implementing in-house and outside cultural events and exhibitions.
- Communication with Swedish organizations and Swedish Consulates in the region regarding culture event.

Press & social media.

- Identifying and analyzing social media impact with stakeholders.
- Creating content for the Embassy's social media channels.
- Web administrator for the Embassy's webpage.
- Monitor press reviews and special social media channels on specific topics.

Information & Communication.

- Responding to individual inquires.
- Maintaining media/cultural contact database.
- Administration and distribution of information material.
- Participate in EU working group for public diplomacy.
- Assisting in other office duties as requested by the management.
- Secondary responsibility for 'Sweden Trade Promotion Officer'.

Qualifications and skills required for this position.

- Australian citizenship or residents with a working permit.
- Minimum Senior Secondary Certificate of Education or equivalent. Preferably with additional studies in media and communication or related fields or 1-2 years relevant work experiences
- Work experience with event planning
- Sound knowledge of politics, media and culture and society in Australia and Sweden (Scandinavia) will be considered an asset.
- Completely proficient in written and oral English language.
- Knowledge of oral and written Swedish or Scandinavian language will be considered an asset.

The candidate should also have:

- Ability to carry out administrative organization tasks in a busy and changing environment.
- Quick learning abilities and adaptability to the use of new computer tools.

Selection process:

- Applicants should send, as pdf-file, 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.
- No later than August 5th, 2024, to the following email Ambassaden.canberra@gov.se. Please write in the email subject line "Cultural, Press & Social media assistant" UM2024/20539. Please note that the selection process will be ongoing and suitable candidate(s) may be called for interviews prior August 5th.

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 labor 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: Carina Engman, Head of Administration by email Ambassaden.canberra@gov.se.