



**Australian High Commission
Fiji**

Community Liaison Officer, LE3

Part-time, 12 Month Contract

The Australian High Commission is seeking suitable applicants to fill the position of Community Liaison Officer (CLO). The CLO will act as a contact point within the mission for all Australian staff and their families and assist with settling in to post, build relationships with community contacts, maintain contact with the Support and Family Support Office in Canberra, collect, collate and up-date information relating to living conditions, prepare and contribute to relevant newsletters and post reports.

The successful candidate should have a good understanding and appreciation of Fijian and Australian cultures. Experience in overseas posting and understanding of issues pertaining to posting is desirable. The person should have knowledge of facilities in Fiji and the Suva community. The successful applicant must have good IT skills and some knowledge of web design and publishing. A driver's licence is essential for this role.

The Application Form and the Candidate Pack including the Position Description are available at www.fiji.embassy.gov.au Applications including a **One Page Pitch** (enter this into the Application Form) and a resume, must be submitted by **4.00pm on Tuesday, 03 November 2020**, to ahcsuvavacancy@dfat.gov.au

For further enquiries please, call 338 2211.

Late applications and applications that do not include the One Page Pitch will not be considered.

Please Note: Applicants must be eligible to work in Fiji by virtue of citizenship or relevant work permit.