



Position Description

Classification	LE 3
Position title	Communications Officer
Position availability	ASAP – 30 September 2025
Expected length of vacancy	5 Months
Employment type	Full-time
Location	Australian High Commission, Apia

WHAT WE DO

The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high-quality overseas aid program and helping Australian travellers and Australians overseas.

The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional and bilateral interests.

THE OPPORTUNITY

The Communications Officer for the Australian High Commission will provide short-term support to communications efforts for the Development Team and Political and Public Diplomacy Team. It will play an important role in enhancing Australia's engagement across Samoa and demonstrating the value of Australia's development partnership with Samoa.

Working under direction, the officer will support the creation and drafting of communication products related to Australia's development program. The Communications Officer will organise engagements with stakeholders across Samoa to highlight the development program, and coordinate content distribution in line with project timelines.

The key responsibilities of the position include, but are not limited to:

- Support drafting and production of high quality written and digital content in line with the High Commission's Public Diplomacy strategy.
- Support implementation of the upcoming development communications campaign.
- Support the design and creation of content for the High Commission websites, including news media, websites, social media and other publications, highlighting Australia's development partnership with Samoa.
- Organise communications activities under the development communications campaign, including events, visits, and engagements with stakeholders and communities across Samoa.
- Support contract management and procurement initiatives to do with the development communications campaign.
- Photograph events organised or attended by the Australian High Commission, as well as Australian-funded development activities.

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- Ensure compliance with Australian Government communication and media policies and procedures, in particular branding of the Australian Government's aid program, bilateral relationship, and Australian Government initiatives.
 - Provide translation and interpretation of Samoan written and oral content to English.

ESSENTIAL QUALIFICATIONS AND EXPERIENCE

- Understanding of Australian Government policies, priorities and guidelines, especially the [Australia-Samoa Development Partnership Plan](#).
- Knowledge of digital communication and social media coordination, and experience with core digital media platforms.
- Sound interpersonal skills and an ability to represent, network and establish effective stakeholder relationships.
- Ability to work under direction, with a high degree of accuracy and attention to detail, flexibility and adaptability.
- Ability to cultivate good relationships with others, including ability to work in a team.
- Excellent written and oral communication skills in English.
- Experience developing and delivering digital campaigns is desirable.