



Public Affairs Specialist

The Consulate General of the United States of America invites applications for a full time position located in our Public Affairs Section in Auckland.

The Senior Public Affairs Specialist supervises three locally engaged staff, and serves as Public Affairs program specialist in three main areas: 1) Managing outreach and programs that promote greater contact with and cooperation among New Zealand alumni of U.S. Government-sponsored exchange programs; 2) Content generation on key public diplomacy and policy issues across a range of Mission communication channels (including speech writing, preparation of talking points and blog drafting); 3) Engagement with opinion leaders and prominent figures in the media on key public diplomacy and policy issues, and long term management of those relationships. The Senior Public Affairs Specialist serves as back up to the Public Affairs Officer when s/he is away.

To be successful in this role you must have completed a University Degree in the Liberal Arts, Education, Humanities, Business, History, Literature, Political Science, Public Policy, International Relations, Communications, or Public Relations. To apply you require a minimum of four years progressively responsible experience in media, education, programming cultural activities, public relations or government with speechwriting/writing experience plus one year of supervisory experience.

The Senior Public Affairs Specialist should have familiarity with New Zealand and U.S culture, history, social structures, economic and business environments and politics. Applicants need strong interpersonal skills to enable them to develop and maintain contacts among senior and/or future partners across important sectors of society. An ability to set own priorities and use initiative to plan and arrange events and programs is essential. The preferred candidate must be proficient in Microsoft Office products and be able to produce a wide variety of written documentation to a high standard, including drafting correspondence, written analyses, speeches and evaluation reports.

The starting salary for this position is NZD\$77,051 per annum, with some special benefits e.g. both U.S. and New Zealand Holidays - an approximate total of 20 days; and 8.7% contribution by the employer to an employee's retirement.

*If you are not a New Zealand citizen or permanent resident, you **must have a current valid work permit** to be eligible to apply for this position. All employees of the U.S. Government are required to complete full medical and security background checks.*

If you meet all the eligibility criteria for this role, please complete and submit your application form, cover letter and CV by email to Wellington.HR@state.gov

Applications close on Friday, 28 October 2016.

***Note:** Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*