



**AMBASSADE
DE FRANCE
EN AUSTRALIE**

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Fraternité*

AMBASSADE DE FRANCE EN AUSTRALIE
Service de Coopération et d'Action Culturelle

POSITION VACANT: HIGHER EDUCATION OFFICER

The Culture, Education and Science & Technology Section (SCAC) of the Embassy of France in Canberra is seeking a Higher Education Officer.

About the role:

The SCAC of the Embassy of France in Australia is in charge of fostering and encouraging collaborations in study and research at all levels, including facilitating exchanges at the school, university and research levels. The Higher Education Officer is responsible for the higher education cooperation and student mobility portfolio, including advising Australian students on higher education study in France and promotion of opportunities. The role works collaboratively with colleagues from all departments as well as external stakeholders at all levels.

About you:

We are seeking an enthusiastic go-getter who is sharp and well-organised, preferably with strong project management or administration experience. As part of a small team with a sizeable mission, the candidate is versatile and creativity is encouraged; leveraging skills in different areas to serve multiple purposes within the Embassy structure. Excellent level in English and French is essential.

Your key responsibilities will include, and not limited to:

Project management:

- Manage scholarship programs, internships programs and other student mobility programs (Nicolas Baudin Travel Grant, French and English Language Teaching Assistant Programs, grants and subventions).
- Promotion and administration of programs, including communication, selection and recruitment of candidates, budget management, coordination of co-funding agreements.
- Organise, promote and participate in private and public-facing events to promote French higher education in Australia: fairs, festivals, expositions, conferences, visits from French university delegations etc.
- Develop a network of contacts and a strategy consistent with the embassy's priorities

Communication:

- Management of Campus France Australia online presence, including regularly creating content and updating information and advice about higher education in France for website and social media.
- Promoting French higher education in Australia, liaising regularly with Australian university contacts and students
- Student consulting and coordination, responding and directing enquiries

Administrative duties:

- Diary management, travel arrangements, budget management, handling administrative paperwork, writing and compiling reports, database updating, document filing and archiving, etc.
- Carrying out complex administrative procedures, including accounting processes and budget reports,
- Provide administrative support to the Attaché for Higher Education and Science Cooperation
- Translation of documents from French to English and from English to French

- Preparing briefing notes on key topics of relevance in the higher education sector

Team work:

- Work in close coordination with the education and Francophonie officer
- Support major SCAC initiatives / events.

To Be Successful You Must Have:

- A Bachelor's degree or equivalent from an Australian or a French university (international study experience is a plus)
- Excellent English language skills and a strong professional level of French
- Excellent organisational skills, problem-solving approach
- Strong command of Microsoft Office suite
- Demonstrated ability to work in a team – strong interpersonal skills, flexibility and ability to take initiative
- Punctual flexibility around work hours and interstate travel
- Experience in promotions, event management and/or marketing is a plus
- Previous work experience in an academic structure, government or other administrative role preferred.

Salary and employment conditions:

Full time 3 years contract with a three-months probation, period from 12 January 2023. The contract may be transformed into a permanent contract after 3 years.

Salary on appointment will be \$ 75348 per annum (gross) paid in 13 monthly instalments + 11.75% Superannuation. Working hours are 37 per week, including 5 weeks annual (paid) leave.

To apply: Please forward your CV, cover letter, and a copy of your Australian visa or Australian passport, via email to: education.canberra-amba@diplomatie.gouv.fr.

Please note that applicants must have full working rights in Australia, as the Embassy is unable to sponsor personnel.

Closing date for applications: 10 December 2022

Position available from: 12 January 2023