



Australian Government

Australian Embassy, Brazil

### POSITION DOCUMENTATION

**Title:** Education Manager - Brazil

**Status:** Permanent

(subject to a 90 days  
probationary  
period)

**Agency/Branch/Work Unit:** Education and Training

**Commence:** September 2017

**Applications to be delivered to:**

Emailed to [brasilia.hr@dfat.gov.au](mailto:brasilia.hr@dfat.gov.au)

(note that hard copy applications delivered by other methods will not be accepted).

**Closing Date:** 23:59 (Brasilia Time)  
Sunday 06 August 2017

#### Salary

BRL 8,608 (gross salary per month)

#### WLS Level

LE.5.1

#### Language

All documents for this position will be available only in English and the selection process – including the interview and test - will also be in English.

#### Eligibility

Only persons who can demonstrate a lawful right to work in Brazil will be considered for this vacancy. The Australian Embassy is unable to sponsor candidates for work visas and all relocation costs are at the expense of the officer, including travel, personal effects and accommodation in Brasilia.

#### Position Overview

The Australian Government Department of Education and Training is responsible for national policies and programmes that help Australians access quality and affordable child care, early childhood education, school education, post-school, higher education, international education and academic research. The office of the Department of Education and Training at the Australian Embassy in Brasilia manages the Australian Government's education, training and research relationships across Latin America.

This position will assist the Counsellor (Education and Research) develop and support the implementation of the Australian Governments education, training and research priorities in Latin America.

This is a full-time position and is available on a permanent basis subject to a 90 day probationary period. Locally engaged terms and conditions of service apply. The gross salary is R\$8.608,00, payable at the end of every month.

Relocation costs are at the expense of the officer, including travel, personal effects and accommodation in Brasilia. Only applicants with permission to work in Brazil will be considered for the vacancy.

### **Selection Criteria**

1. Sound knowledge of international education, training, research policy trends, engagement and developments, including in Australia, Brazil and across Latin America.
2. Ability to independently undertake research and analytical tasks, with the capacity to identify key issues across a range of complex policy areas.
3. Demonstrated ability to contribute effectively as a member of a small team, including proven initiative, cooperation, flexibility, reliability and the ability to deliver high quality outcomes.
4. Highly developed written and oral communication skills, including experience in writing reports, briefings and proposals in English, Brazilian-Portuguese, and preferably Spanish, including confidence in public speaking in these languages.
5. Tertiary qualifications, and experience from working or studying in Australia or other English-speaking country is highly desirable.

### **Application**

In order to ensure that your application is eligible for consideration, please provide:

- a Curriculum Vitae (CV);
- contact details for two referees; and
- a one or two pages pitch of no more than 1000 words

### **Curriculum Vitae**

**Applicants should prepare a curriculum vitae** outlining personal details, relevant work experience, educational qualifications and skills (**maximum two pages**). The Australian Embassy **will not provide a template** for the curriculum vitae. Applicants must address the selection criteria as outlined in the Recruitment Documentation. Applicants are advised to include key examples demonstrating their ability against each selection criterion.

### **Contact details for two referees**

- Both references should be from **professional or academic referees** who can support the application
- If you are currently employed one **must** be your current supervisor

**The Australian Embassy will provide a template for the referee details. The template name is "Recruitment Form".**

### **The One Page Pitch**

Applicants should prepare a one to two page pitch of no more than 1000 words outlining how their skills, experience and qualifications makes them the best person for the job. The pitch is the applicant's opportunity to tell the Embassy why they are the right person for the job. Ideally, the pitch should include information on why the applicant wants to work at the Embassy, why they are interested in the role, what they can offer the Embassy and how their skills, knowledge, experience and qualifications are applicable to the role. Where possible, information should not duplicate the information provided in the applicant's CV, but should highlight specific examples or achievements that demonstrate their ability to perform the role.

**The Australian Embassy will provide a template for the referee details. The template name is "Recruitment Form".**

### **Contact Officer**

Further information about the position can be obtained from the contact officer by emailing [brasilia.hr@dfat.gov.au](mailto:brasilia.hr@dfat.gov.au). Please include your full name, your contact telephone numbers and any times you are not available to be contacted in your email. Wherever possible, the contact officer will respond to you within three business days of receipt of your email.

### **Application Closing Date**

Applications for this position close at 23:59 (Brasilia Time) on Sunday, 06 August 2017.

***Applications received after the closing time/date will not be considered.***

If you have not been contacted within three weeks of the closing date, please assume that your application has not been successful on this occasion.

Applications should be emailed to the address listed in this document. Hard copy applications delivered by mail, courier or in-person will not be accepted.

Security, character and police checks may be conducted during the selection process.

### **Position Description**

This position will assist the Counsellor (Education and Training) develop and support the implementation of the Australian Governments education, science and research priorities in Latin America.

The key responsibilities and duties include but are not limited to some or all of the following:

- being knowledgeable in and continuously monitoring policy developments across Latin America in education, training and research
- developing and maintaining a network of contacts in Australia and across Latin America to support implementation of the Australian Government's education, training and research priorities and key objectives
- developing and implementing strategies to raise awareness of Australian education, training and research capabilities, including through the production of Brazilian-Portuguese and, if relevant, Spanish language materials and web-page content
- developing education, training and research briefings, minutes and papers
- coordinating meetings, organising events, participating in and organising technical working groups, workshops, seminars and other events as required
- preparing and delivering presentations on Australian education, training and research programs and initiatives
- assisting the Counsellor in assigning tasks, managing and reviewing the completion of duties conducted by other staff members related to their duties
- managing the daily operations of the Education Office, including budget planning and management while adhering to Australian Government financial guidelines
- providing support to other sections at the Embassy as directed by the Counsellor.

**Qualifications/Experience**

- Sound knowledge of international education, training and research policy trends, engagement and developments, including in Australia, Brazil and across Latin America.
- Ability to independently undertake research and analytical tasks, with the capacity to identify key issues across a range of complex policy areas.
- Demonstrated ability to contribute effectively as a member of a small team, including proven initiative, cooperation, flexibility, reliability and the ability to deliver high quality outcomes.
- Highly developed written and oral communication skills, including experience in writing reports, briefings and proposals in English, Brazilian-Portuguese, and preferably Spanish, including confidence in public speaking in these languages.
- Tertiary qualifications, and experience from working or studying in Australia or other English-speaking country is highly desirable.

**High Level Language Proficiency**

- English and Portuguese – Mandatory
- Spanish – Highly desirable