

## Visits and Protocol Officer – DFAT - Tokyo, December 2019

<b>Agency</b>	Department of Foreign Affairs and Trade
<b>Position number</b>	TK009
<b>Title</b>	Visits and Protocol Officer
<b>Classification</b>	LE4
<b>Section</b>	Corporate (Administration and Consular)
<b>Reports to (title)</b>	Counsellor (Management) and Consul General

### About the Department of Foreign Affairs and Trade (DFAT)

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.

### About the Position

This position prepares official programs for high volume visits by senior Australian Government representatives to and within Japan, and liaises with Japanese authorities on visits, diplomatic accreditation and visas. The role also assists the Events Manager with official functions and events.

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

- Coordinate all planning of the Embassy's high-level visits ensuring compliance with departmental and Japanese Government guidelines.
- Develop and manage productive networks and relationships with Japanese officials and service providers to produce positive outcomes for the Australian Government during high level visits.
- Plan, co-ordinate and arrange programs and appointments as appropriate for visits by Ministers, Parliamentarians and Senior Government officials, including arranging transport, coordinating security and other logistical requirements as needed
- Manage arrivals and departures at airports and train stations, including personally receiving VIPs and ensuring all formalities are in line with US and Australian protocols.
- Coordinate all logistical arrangements for senior-level visits including hotel bookings, room allocations and VIP service, transport bookings and coordination, and financial account management.
- Coordinate Embassy-wide hotel agreements, managing up-to-date hotel booking links and information documents for use across the Australian Government.
- Assist the Events Manager prior to and during major event as required.
- Liaise with the Protocol Office in relation to visit arrangements and diplomatic status matters for A-based staff.
- Liaise with the MOJ and Immigration Bureau in relation to resident status and other immigration matters

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- Assist with accredited missions in Tokyo, liaise internally and externally on protocol and other matters, and contribute to cable writing in a professional manner.
- Accompany ministers and senior officials for their regional programs when necessary.

### **Qualifications/Experience**

- Fluency in both English and Japanese languages, both written and spoken
- Prior experience in office logistics and project management
- Excellent computer skills
- Understanding of Japanese protocol and effective liaison with Japanese authorities and hotels
- Well-developed interpersonal skills
- Demonstrated ability to work effectively in a fluid team environment
- Flexibility, efficient time management and ability to handle multiple tasks concurrently
- Related experience, preferably in an international organisation is desirable