



EMBASSY OF AUSTRALIA, HANOI

VACANCY ANNOUNCEMENT

The Embassy of Australia in Hanoi is looking for a professional and motivated individual for the position of **Project Support Officer – Research and Innovation Partnerships** to the **Education Section**.

The position is a temporary role which reports directly to the Counsellor of Education; collates and summarises university profiles and research collaboration case studies; provides support to Researcher Exchange Program including collating expression of interests and logistics; and assists with communications to stakeholders including responding to mails, emails and phone calls.

Applicants should have working knowledge of Microsoft Office, particularly Excel and demonstrated proficiency in English language skill. Knowledge of Australia's education and training system and experience in research and analysis would be advantage.

The successful applicant will be employed on a full-time basis for an initial period of 8 months. The monthly gross salary will be VND21,608,800.

For more information on the position, including the position requirements, please visit the Australian Embassy website at www.vietnam.embassy.gov.au.

HOW TO APPLY

Applications for this position must include:

- A written statement outlining the applicant's abilities and directly addressing the requirements of the position (no more than two pages typed);
- A curriculum vitae (no more than two pages typed); and
- Details of two referees who may be contacted if necessary.

Applications should be emailed as a single file in **Microsoft Word or PDF formats only** to jobs.hanoi@dfat.gov.au by **5:00pm (Hanoi Time) on 20 October 2017**.

THE EMBASSY OF AUSTRALIA IS AN EQUAL OPPORTUNITY EMPLOYER