**Application Pack – Public Affairs/Executive Assistant – Australian Embassy Kabul**

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| **Name:** |  |
| **Date of Birth:** |  |
| **Telephone:** |  |
| **Email:** |  |
| **Address:** |  |
| **Language skills:** |  |
| **Relevant University and other qualifications:** |  |
| **Question -** | **Answer (no more than 300 words in each answer)** |
| Do you have strong experience in event management and public affairs, including with social media  Please provide examples: |  |
| Do you have demonstrated experience in executive and administrative support, including diary and contact management, ability to engage with high-level local and international interlocutors, and attention to detail;  Please provide examples: |  |
| Do you have demonstrated ability to translate documents into, and from, English into Dari and Pashto  Please provide examples: |  |
| Do you have demonstrated ability to work proactively, manage workloads, balance competing priorities and meet deadlines  Please provide examples: |  |
| Demonstrated sound judgement, proven organisational skills and ability to follow directions, solve problems, act flexibly, and a proven ability to maintain confidentiality  Please provide examples: |  |
| Do you have the ability to work as an individual, and as a member of a team, with minimal supervision and good interpersonal skills. Proven ability to deal with a wide range of clients, cultures and expectations? |  |
| Do you have the ability to use a range of information technology software packages including Microsoft Office? |  |
| **Please provide the name, address, company name, phone number and email address of two referees** | Referee 1: |
|  | Referee 2: |
|  | Referee 3: |