



JOB ANNOUNCEMENT **PROJECT ASSISTANT**

GENERAL RESPONSIBILITY

Provide over-all support in the implementation of the Department's Program and services.

CHARACTERISTICS OF THE JOB

- Provide assistance in marketing
- Provide assistance in creating and designing visual content.
- Provide assistance in video production and video editing.
- Provide assistance in supervising social media accounts and website of PDOT Sydney.
- Other relevant tasks that may be assigned.

VALUED QUALIFICATIONS

- Knowledge & skills in Office 365 Suite, Adobe Suite, Photo Editing, Graphic Design and Video editing.
- Relevant education background
- Experience in a cross-cultural setting and office setting is an advantage.
- Has at least 1 year work experience
- Background in the Travel & Tourism industry is a plus.
- Can legally work full time in Australia
- Able to supervise oneself and deliver outputs without direct supervision

COMPETENCIES

- Is detailed oriented and organized
- Is self-motivated, responsible, honest, trustworthy and a team-player
- Has good interpersonal and communication skills
- Can prioritize tasks and time
- Is motivated for quality and system improvements.

The Philippine Department of Tourism- Sydney is a service post of the Philippines and should always be governed for the best interest of the Philippines and Australia, of which, all successful candidates must abide by.

Salary and benefits are under the "CLERK Private Sectors Award" while the level will depend on the successful candidate's qualification and experience.

APPLICATION

You may send your letter of intent and resume through:

cassie@tourismphilippines.com.au

Please address the letter to: Ms. Purificacion S. Molintas, Tourism Attache'

Deadline for submission is on March 31, 2025
but applications will be handled as they come in.

