



AUSTRALIAN HIGH COMMISSION, PRETORIA

Senior Research and Program Officer

The Australian High Commission, Pretoria is seeking applications from suitably qualified individuals interested in employment as:

- Senior Research and Program Officer (LE6)

Employment will be on a permanent basis, subject to satisfactory completion of a six month probationary period

Duties

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

- Monitor, research, analyse and report on complex political, economic and development policies and programs in post's countries of accreditation and region, particularly in relation to South African economic and trade policy, mining policy, and development cooperation
- Establish and maintain a significant network of government, business, civil society and diplomatic contacts in post's countries of accreditation and region, particularly in South Africa
- Develop and implement complex economic diplomacy activities in post's countries of accreditation and region to promote trade, encourage growth, attract investment and support Australian businesses
- Develop and implement complex development cooperation programs in post's countries of accreditation and region, particularly the Australia Awards, Australian Volunteers for International Development, and the inclusion of women and girls in a development context
- Contribute to and manage public diplomacy opportunities around program launches and visits by the High Commissioner and other senior officials
- Assist in managing official visits by Australian Ministers and officials
- Assist in ensuring that post develops and implements political, economic and development policies and programs to a high standard, fulfilling post's economic diplomacy and public diplomacy objectives, and complying with DFAT guidelines
- Mentor and support more junior locally-engaged staff at post

Selection Criteria

Essential

- a. Relevant tertiary qualifications
- b. At least five years' experience of working on political, economic and/or development programs and policies.

- c. Demonstrated highly developed skills in political analysis, investigation and research and a strong ability to interpret or evaluate information in writing.
- d. Highly developed written and oral English communication skills.
- e. Strong liaison and interpersonal skills and a proven capacity to develop productive working relationships and open communication with colleagues and to create strong networks with external partners and stakeholders.
- f. Ability to work in a team or independently while supporting and mentoring colleagues as appropriate.
- g. Demonstrated knowledge of southern Africa, including political, economic and/or development trends and analysis.
- h. Experience of and/or strong interest in working on issues around girls and women in development and women's leadership.
- i. Ability to participate in and adapt to change.
- j. Willingness to travel and work outside normal business hours.

Desirable

- African or Portuguese language skills desirable

How to Apply

Applications must include:

1. A statement addressing the selection criteria above (maximum of 2 pages). In addressing the selection criteria, provide specific examples of work you have done, describing how you have contributed to a process or an outcome, and how this relates to the specific criterion being addressed.
2. A current curriculum vitae of no more than 2 pages
3. Copies of any qualifications as appropriate

Note that applications that do not address the selection criteria will not be considered

Applications close on **26 November 2015**

Please note that only those selected for further consideration will be contacted. Interviews are likely to be held on 3 and 4 December and those shortlisted for interview will be informed beforehand.

Please send applications by email only to: HR.Pretoria@dfat.gov.au