

## **AUSTRALIAN HIGH COMMISSION, PRETORIA**

### **Vacancy - Senior Research and Program Officer**

The Australian High Commission in Pretoria invites applicants to apply for a locally engaged Senior Research and Program Officer in the Political and Economic Section for the Department of Foreign Affairs and Trade.

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.

Employment will be on an on-going basis, subject to satisfactory completion of a six month probationary period.

#### **About the position**

With limited direction, the Senior Research and Program Officer in the Political and Economic Section will support the analysis and implementation of complex trade, investment and economic policies and developments to promote Australia's economic diplomacy interests in the Australian High Commission's countries of accreditation.

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

- Monitor, research, analyse and report on complex trade, investment and economic policies and developments in post's countries of accreditation and region, particularly in relation to South Africa's mining, extractives, energy, agriculture and services policies.
- Assist with the development and implementation of the Australian High Commission's economic diplomacy strategy.
- Coordinate engagement at significant economic diplomacy-related events, including the annual Investing in Mining Indaba in Cape Town, Australia Africa Week and Africa Down Under in Perth, and other events as required.
- Establish and maintain a significant network of government, business, industry, civil society and diplomatic contacts in South Africa to support Australia's economic diplomacy interests.
- Support Australian business and industry interests through undertaking research and analysis on potential trade barriers, especially Non-Tariff Barriers (NTBs) and market access concerns, and identifying opportunities to enhance the trade, investment and economic relationship. This includes bilaterally with South Africa, and multilaterally regarding WTO developments.
- Assist in managing official visits by Australian ministers and officials.
- Provide other research, analysis or program support to the Political and Economic Section as required.

## **Qualifications/Experience**

### **Essential**

- Relevant tertiary qualifications in economics, international relations with a focus on trade, or business-related fields.
- At least five years' experience of working in a trade, economic or business-related policy and analysis field in southern Africa, with a demonstrated knowledge of trends and developments.
- Fluent high-level written and oral communication in English.
- Demonstrated highly developed conceptual skills in trade and economic analysis, investigation and research, and a strong ability to interpret or evaluate information in writing.
- Ability to plan and manage multiple tasks, to show initiative, apply sound judgement, and adapt to change.
- 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, government and stakeholders.
- Willingness to travel regionally.

### **Desirable**

- Familiarity with Australia is not essential, but may be an advantage.

### **Package and remuneration**

The successful applicant will be employed in an on-going position at the LE6 salary level range of ZAR 667,220 to ZAR 826,568 per annum and in accordance with the LES Terms and Conditions 2017-2020.

## **Application Guidelines**

To apply for the position of the Senior Research and Program Officer **you will need to address the selection criteria below**. Drawing on your prior experience, please provide examples of where you have demonstrated the required competencies or transferable skills.

You should address each of the 4 selection criteria separately, the word limit for each selection criteria is strictly 200 words. The panel will not assess responses that exceed the word limit.

**Applications that do not address the selection criteria will not be considered.**

### **Selection Criteria**

- Relevant tertiary qualifications in economics, international relations with a focus on trade, or business-related fields. At least five years' experience of working in a trade, economic or business-related policy and analysis field in southern Africa, with a demonstrated knowledge of trends and developments.
- Demonstrated highly developed conceptual skills in trade and economic analysis, investigation and research, and a strong ability to interpret or evaluate information in writing.
- Organisational and project management skills – demonstrated ability to complete multiple tasks within timeframes, handle competing priorities, show initiative, apply sound judgement, and adapt to change.
- Strong liaison and interpersonal skills including excellent written and spoken English skills, and a proven capacity to develop productive working relationships and open communication with colleagues, and to create strong networks with external partners, government and stakeholders.

You will also need to send us your **curriculum vitae (no more than two pages)** outlining your professional and academic background. Your CV should include the names and contact details of **two professional referees** who can validate and support your application.

Applicants are required to hold South African citizenship, permanent residency or the requisite work permit for South Africa.

Only shortlisted candidates will be contacted for an interview. If you have not received any communication from the Human Resources Section of the Australian High Commission within four weeks after the close of applications, please consider your application unsuccessful. Thank you for your understanding and interest in working at the Australian High Commission in Pretoria.

Applications must be submitted by e-mail to [hr.pretoria@dfat.gov.au](mailto:hr.pretoria@dfat.gov.au) with 'Application for Senior Research and Program Officer' as the subject line by **5.00 pm Pretoria time on 24 February 2020**.

Interviews are likely to be held in mid-March 2020.