

Australian High Commission, South Africa

FUTURE VACANCY – Research and Programs Officer

The Australian High Commission in Pretoria invites applicants to apply for a locally engaged Research and Programs Officer for the Department of Foreign Affairs and Trade. **It is a future vacancy with a start date of 15 January 2026.**

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.

About the position


The position researches and reports on trade, investment and economic policies and developments in South Africa. The position assists with the promotion of Australia's economic diplomacy interests and develops and maintains working-level relationships with government, industry and civil society.

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

- Assist with organising official visits by Australian ministers and officials and the High Commissioner, including arranging meetings, preparing programs and providing logistical support.
- Monitor, research and report on trade, investment and economic policies and developments in South Africa.
- Assist with the development and implementation of the High Commission's economic diplomacy strategy.
- Support 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.
- Develop and maintain a broad network of government, business, industry, civil society and diplomatic contacts.
- Research, analyse and report on potential trade barriers, especially Non-Tariff Barriers (NTBs) and market access concerns, to support Australian business and industry interests.
- Provide other research, analysis or program support as required.

Qualifications/Experience

- Relevant tertiary qualifications, or equivalent work experience, in economics, international relations with a focus on trade, or business-related field.
- Demonstrated research, analytical and writing skills.
- Fluency in written and spoken professional English.
- Strong liaison and interpersonal skills, including the ability to develop productive working relationships and create strong networks with a range of relevant contacts.

- 
- Proven ability to plan and manage multiple tasks, show initiative, apply sound judgement, and adapt to change.
 - Proven ability to manage logistics for meetings and travel arrangements for senior officers.
 - Willingness to travel regionally.
 - Familiarity with Australia is not essential but may be an advantage.

Package and remuneration

There is one ongoing (permanent) position. A merit list of suitable candidates will be established and may be used to fill any future vacancies. Future vacancies may be filled as ongoing (permanent) or non-ongoing (fixed term temporary contract) positions. The successful applicant will be employed at the Locally Engaged level 4 (LE4) salary level range of ZAR 458,400 – 536,244 per annum and in accordance with the Locally Engaged Staff (LES) Terms and Conditions 2021.

Application Guidelines

To apply for the Research and Programs Officer position, **you will need to address the key responsibilities and qualifications/experience in a 500 word pitch**. The panel will not assess responses that exceed the word limit. Drawing on your prior experience, please provide **examples** of where you have demonstrated the required competencies or transferable skills.

You will also need to send us your **curriculum vitae (CV, 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.

Applications that do not include a CV and/or address the key responsibilities and qualifications/experience will not be considered.

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 with 'Application for Research and Programs Officer' as the subject line by **5.00 pm Pretoria time on 18 August 2025**.

