

## Research and Administration Officer – Amman – March 2016

<b>Agency</b>	Department of Foreign Affairs and Trade
<b>Position number</b>	
<b>Title</b>	Research and Administration Officer
<b>Classification</b>	LE5
<b>Division/Section</b>	Policy Section
<b>Reports to</b>	Counsellor (Political)

### About the Australian Government's Department of Foreign Affairs and Trade (DFAT)

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 section

The Policy Section provides analysis and advice to the Australian Government on developments in Jordan, including about how to strengthen Australia's broad-ranging relationship with Jordan. The Section is also responsible for analysis and advice to the Australian Government on the crisis in Syria and Iraq. The Policy Section is also responsible for disseminating information about Australia's interests in, and exchange with, Jordan. The Section also generally takes the lead on managing high level visits.

### About the position

Under general direction and limited supervision of the Counsellor (Policy), the Research and Administration Officer will undertake a wide range of research, communications, administrative and support activities.

The key responsibilities include but are not limited to:

- Undertake research and reporting tasks and prepare high level briefings.
- Monitor media, journals and internet for information on issues covered by the Policy Section.
- Liaise and engage with Canberra based departments and agencies for research support.
- Provide executive support, including diary management, scheduling appointments, organising travel and administrative requirements.
- Assist with coordination of visits programs and provide support for associated logistics, meeting and event arrangements.
- Manage day-to-day administration of the Section, including maintenance of correspondence records and assistance with budget and financial management.

### Qualifications/Experience

- It is a condition of this appointment that any candidate applying for this position must have, or be able to obtain, an Australian National Security Clearance to Top Secret level and must therefore be an Australian citizen.

- High level analytical skills and subject matter expertise in relation to international political and strategic issues.
- Demonstrated strong oral, written and interpersonal communication skills.
- Experience undertaking administrative duties in a busy work environment.
- Demonstrated skills/experience in financial and resource management.
- Demonstrated initiative, and very strong organisational skills with an ability to work with a degree of responsibility and autonomy; flexibility and willingness to undertake varied tasks as required.
- Competence in the use of Word, Excel and Lotus Notes.

### **Selection Criteria:**

The successful candidate requires the following qualities:

1. Demonstrated ability to analyse and report on political, security and economic developments.
2. Advanced communication skills. Proven ability to speak and write in English and to use information and communications technology.
3. Superior personal skills to organise, take responsibility and to work in a small team.
4. Previous experience or practical working knowledge or understanding of Australian Government or similar work practices highly desirable.
5. An Australian Government security clearance or the ability to obtain a clearance.

Salary will be based on skills and experience. All new staff are employed on a fixed term contract basis, and will be initially engaged for a three month probationary period.

Applications must include: (1) a statement illustrating **how** they meet the selection criteria, (2) a short resume, and (3) the contact details of at least two work referees. Please forward applications no later than **COB Thursday 7 April 2016** to:

**Job Vacancy – Research and Administrative Officer**  
**Australian Embassy**  
**PO Box 35201 – Amman 11180**  
**Fax: 580 7001**  
**e-mail: [amman.austremb@dfat.gov.au](mailto:amman.austremb@dfat.gov.au)**

**Incomplete or late applications will not be accepted. Any enquiries should be directed to the above email address.**

**The Australian Government is an equal opportunity employer.**