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| **AGENCY** | Department of Foreign Affairs and Trade |
| **POSITION NUMBER** | DL1052 |
| **POSITION TITLE** | Political Research Officer |
| **CLASSIFICATION** | LE4 |
| **SECTION** | Political |
| **REPORTS TO (TITLE)** | First Secretary (Political) |
| **CURRENT OCCUPANT** | Vacant |
| **EMPLOYMENT TYPE** | On-going |

**ABOUT 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 Australians overseas.

DFAT provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to pursue Australia’s global, regional, and bilateral interests.

**ABOUT THE POSITION**

The Political Research Officer will be a part of the largest diplomatic mission in Timor-Leste. Under general direction of the First Secretary (Political), the Political Research Officer will produce written reports, undertake research, and provide administrative support on a range of political, trade/economic, social, security, and international issues and policies.   This role will assist in keeping the Ambassador, the Deputy Ambassador and the Political Team updated of political and security developments in Timor-Leste; help grow and strengthen relationships with key contacts; provide briefings for key stakeholders; support visits to/from Australia; and manage the Direct Aid Program. The position also provides diary and administrative support to the Deputy Ambassador.

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

* Maintain and deepen a current understanding of Timor-Leste Government policies and emerging issues of interest to Australia to inform reporting, strategies and discussions.
* Monitor, analyse and report on political, parliamentary and security developments in Timor‑Leste in collaboration with the Senior Political Research Officer.
* Undertake research and analysis in order to provide advice, insights and briefings on key policy trends and drivers, and emerging themes related to government policy, business, and non-government stakeholders including Timorese press, TV, radio, and social media.
* Assist with preparing a range of correspondence on key issues, including reports, talking points and summaries.
* Administer the Direct Aid Program, a small grants program, designed to further Australia’s foreign, trade and public diplomacy objectives. This will involve some budget and program management.
* Build, develop and maintain collaborative networks with external contacts including government officials, other missions, the private sector, civil society, thinktanks and academics.
* Attend political events, seminars and functions in Timor-Leste and report on outcomes.
* Coordinate logistics, assist with draft programs and contribute to program development for ministerial and official visits, including making appointments with high-level officials and providing advice on meetings and events.
* Support diary management for the Deputy Ambassador.
* Provide interpretation support for the Ambassador, Embassy staff or visiting VIPs, as required.

**QUALIFICATIONS AND EXPERIENCE**

* A qualification in a relevant field and/or relevant work experience in a related field such as the Government, Diplomatic or NGO sectors.
* Thorough understanding and knowledge of Timor-Leste’s history, politics, economics, government and parliamentary systems and processes.
* Excellent written and oral communication skills, and excellent interpersonal and liaison skills that can be applied to build and maintain strong relationships.
* Sound judgement, analytical and critical thinking skills and ability to use this for written reports.
* Strong organisational skills and ability to work under time pressure.
* Demonstrate initiative, motivation and flexibility including the ability to work independently in a proactive manner.
* Excellent English and Tetun (required). Portuguese language skills (reading and writing) are highly desirable.