|  |  |
| --- | --- |
| **AGENCY** | **Department of Foreign Affairs and Trade** |
| **POSITION NUMBER** | **DL1059** |
| **POSITION TITLE** | **Research and Engagement Officer** |
| **CLASSIFICATION** | **LE4** |
| **SECTION** | **Governance, Rural Development, Economic Development** |
| **REPORTS TO (TITLE)** | **First Secretary - Governance** |
| **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 development program and helping Australians overseas.

The department 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**

Working within the Australian Embassy’s Governance, Rural Development and Economic Development Section, the Research and Engagement Officer will be responsible for supporting the economic research agenda and grant partner engagement, delivered through the Embassy’s flagship governance program - Parseria ba Prosperidade Inklusivu (PROSIVU), as well as the delivery of events or visits. The successful candidate will have strong written and spoken English, experience using analytical tools and techniques to inform public policy and have a demonstrated ability to support events and senior visits.

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

Contributions to Research and Grant Partner Engagement, by:

* Arranging consultations among Advisers, DFAT, Government and others to identify research priorities and policy needs and scope out more specific research and engagement issues.
* Coordinating with relevant partners to undertake analysis and research and engagement with grant partners. This may include existing Strategic Partner (Equity Economics), Grant Partners (e.g. Monash, Oxfam, The Asia Foundation), and other emerging local institutions.
* Contributing to the scoping of engagement plans and identify new opportunities for engagement.
* Providing feedback on the engagement activities of PROSIVU and Grant Partners.
* Building and maintain collaborative relationships with grant partners, government counterparts and PROSIVU.
* Preparing internal reporting.

Event and visit management, by:

* Supporting the organisation and deliver of forums, workshops, and roundtable discussions with GoTL counterparts, DFAT funded programs, civil society, development partners, PROSIVU Grant Partners and other relevant entities on important issues related to Timor-Leste’s economic and social development.
* Help with disseminating agreed policy recommendations to relevant GoTL entities and work with PROSIVU advisers in ministries to identify channels for implementation and including civil society groups.
* Assist with the delivery of Embassy events and visits, including through liaison, scheduling, coordination, and briefing.

Program management:

* Work with members of the Governance team on managing the PROSIVU Program, including workplan reviews, input into strategies, and assistance with filing and financial management.
* Coordinate Embassy engagement on PROSIVU’s gender equality, disability and social inclusion work (GEDSI) including on engagement with civil society.

**QUALIFICATIONS, EXPERIENCE, SKILLS**

* A bachelor’s degree in economics, statistics, public policy or related area.
* Minimum three years’ experience working in economic and/or public policy, or less may be adequate if it has been in a key advisory or advocacy role.
* Experience in undertaking research and analysis to underpin evidence-based policy development.
* Good understanding of the political and policy context of Timor-Leste, and of the issues critical to the sustainable and inclusive economic growth of the country.
* Understanding of good practice and inclusive approaches in policy development.
* Experience in organising workshops or forums, including with high-profile participants.
* Excellent communication, liaison and interpersonal skills, including the ability to communicate effectively with a range of stakeholders.
* Ability to comprehend and analyse reports and papers, provide appropriate advice and offer practical solutions.
* Ability to present in a way that is easily understandable and supports evidence-based decision making, both verbally and in writing.
* Excellent English and Tetun language skills (both written and oral).