



Australian Government

Salary

\$ 80675 to \$ 86207

Opportunity Type

Full-Time;Part-Time

Opportunity Status

Ongoing

APS Classification

APS Level 5

Position Reference

Several Positions

Closing Date

22/11/2022

Job Category

Policy

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Department of Foreign Affairs and Trade

Policy Officer (Multiple Vacancies)

Canberra ACT

The Opportunity

The Office of Southeast Asia has been established to deliver on the Government's ambitions to enhance Australia's engagement with the region, developing nuanced and interconnected strategic, economic and development policy.

We are seeking motivated officers to drive key aspects of Australia's political, economic, and development agenda in Southeast Asia.

We are looking for people willing and able to think creatively about the policy challenge, use diplomatic tradecraft to influence outcomes in Australia's favour, build and leverage relationships to position Australia as a partner of choice, communicate our perspective persuasively, and deliver top-quality programs and written products. This may be in the context of one of Australia's key bilateral relationships, our engagement with ASEAN, or the development of our regional strategy.

Office of Southeast Asia (OSA)

The Office of Southeast Asia comprises three divisions: the Southeast Asia Maritime Division (SMD), the Southeast Asia Mainland and Regional Division (SRD) and the Southeast Asia Strategy and Development Division (SSD). The Office works collaboratively on a wide range of complex issues in close consultation with our 16 Posts and a range of DFAT and whole-of-government partners.

The Office of Southeast Asia is an inclusive place to work. We operate as a team, we are respectful in our interaction, we celebrate our diversity and we support our people to work flexibly. We value high performance and share a commitment to building a secure and prosperous neighbourhood for Australia.

Divisions

The **Southeast Asia Maritime Division** is responsible for progressing the Government's priorities related to Australia's relationships with Indonesia, Singapore, Malaysia, the Philippines, Brunei and Timor-Leste.

The **Southeast Asia Mainland and Regional Division** is responsible for progressing the Government's priorities related to Australia's relationships with Vietnam, Thailand, Cambodia, Laos, Myanmar, as well as regional organisations including ASEAN, the East Asia Summit (EAS) and the ASEAN Regional Forum (ARF).

The **Southeast Asia Strategy and Development Division** is responsible for whole-of-government coordination, the development of the Southeast Asia Economic Strategy to 2040 and oversight of

Australia's development policy and priorities in Southeast Asia.

Our Ideal Candidate

The ideal candidate will:

- have a good understanding of the Australian Government's objectives for Southeast Asia or the ability to develop this;
 - experience on foreign, economic and/or development issues in Southeast Asia would be highly regarded;
- be a self-motivated team player with an ability to meet organisational objectives in a dynamic environment;
- demonstrate problem-solving skills, an ability to evaluate information, and apply sound judgement to make decisions;
- have strong communication (written and verbal) and the skills to effectively manage relationships;
- have a respectful and supportive working style; and
- for development roles: exposure to or willingness to learn complex program management processes.

The key duties of the position include:

Key duties

Key duties may include:

- Assist in the development of policy and advice on bilateral and regional relationships on political, security, economic and human rights issues;
- Contribute to the management of one or more Australian development investments, including budgeting, design and procurement, monitoring and risk management;
- Support event and visit preparations to advance Australia's interests;
- Engage with stakeholders to support and help implement our bilateral and regional objectives;
- Liaise and collaborate closely with partners across DFAT, with our Posts in Southeast Asia, with Southeast Asian missions in Canberra, whole of government, major businesses, NGOs, think tanks, academics and community groups.

Eligibility

Eligibility Requirements

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.

The department requires the successful candidate to obtain and maintain a Negative Vetting 2 level clearance security clearance (or Baseline, Negative Vetting Level 1 or Positive Vetting (PV) where positions are designated as such in the DFAT Security Framework or PV organisational chart, respectively). Loss of a security clearance at any time may lead to termination of employment. Employment with the department can, however, commence on lower-level clearances or without a clearance, in some circumstances, and the department will work with you to facilitate