



Australian Embassy,
Jakarta

OFFICE CIRCULAR

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Subject : IMMEDIATE VACANCY

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VACANCY: (LE6) Senior Political Researcher Officer

Applications are invited for the above position in the Political and Economic Branch of the Australian Embassy, Jakarta. The position is a full-time position with an immediate commencement date required.

2. The duties of the position and selection criteria are listed in the attached document. The successful applicant must meet the selection criteria as detailed in the attached. Applicants should ensure their application includes comments on how they meet each selection criteria and should be no longer than three (3) typed A4 pages. Applicants should also include a copy of their curriculum vitae (resume), and details of two referees who may be contacted if necessary. Applications which do not address the selection criteria will not be considered for interview.

3. A monthly salary in the amount of IDR 24,302,192 will be offered to the successful applicant dependent upon qualifications, relevant experience and demonstrated skill.

4. Applications should be directed to Yulius Siahaan, HR Supervisor (Training and Recruitment) at the following email address: jakartajobapplications@dfat.gov.au with subject: **Senior Political Researcher** by 4 July 2014 the latest. Please note that no phone call inquiries will be taken and only short-listed applicants will be notified.

Justin McPhillips
Senior Administrative Officer

Position Description – Jakarta Post, June 2014

Agency	Department of Foreign Affairs and Trade
Position number	9076
Title	Senior Political Research Officer
Classification	LE6
Section	Political and Economic Branch
Reports to (title)	First Secretary (Political)

About the 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 position

This is a senior research position in support of the work priorities of the Political and Economic Branch (PEB). The officer will be required to provide high level advice, interpret data and analyse political conditions and developments in Indonesia. The officer will need to exercise sound judgement in managing priorities when tasked with various duties in accordance with the work objectives of PEB and the Embassy.

The key responsibilities of the position include:

- Undertake high-level research tasks on Indonesian domestic political affairs and prepare high-quality written reports on these as required
- Coordinate preparation of regular summaries of key political developments in media and other relevant open source publications
- Maintain a thorough knowledge of political and foreign policy developments in Indonesia with a focus on regional level politics
- In consultation with the Visits Unit, assist in coordinating and arranging visit programs and appointments for the Ambassador, PEB staff, and senior visitors to Indonesia
- Attend seminars, conferences and workshops on Indonesian political and relevant economic developments, as agreed with their supervisor, including preparing reports for the relevant PEB officer
- Provide translations of documents and news articles and act as interpreter as required
- Build and maintain networks and relationships with civil society, Non Government Organisations (NGO) and other stakeholders
- Maintain biographies of Indonesian high ranking officials and important figures in Indonesia
- Prepare correspondence in both Indonesian and English
- Assist the relevant PEB officer in the administration of the Embassy's Direct Aid Program (DAP)
- Act as PEBSU data management (EDRMS) file creator and assist in maintaining proper filing of PEB shared documents

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- Other tasks as required, including with the various administrative duties and growing workload of the PEB research team, in consultation with PEB Supervisors.

Qualifications/Experience

1. University-level qualifications in a relevant field, such as political science or international relations, are preferable
2. Superior knowledge of Indonesian domestic politics and/or foreign policy and sound judgement in interpreting significant events in the political system and local government policy
3. Good representational skills, particularly in dealing with local government and counterpart agencies
4. Established strong existing networks of relevant contacts with government officials, political parties, NGOs, think tanks, academicians and other Indonesian data sources
5. Well-developed administrative abilities and computer skills in the work area
6. Experience in organising visits, events or workshops Superior written and oral communication skills in English and Indonesian, including good translations and interpreting skills (IELTS score of 6.5 or equivalent is desirable)
7. Some knowledge of a DAP, including tending to enquiries by applications, preparing minutes of the committee meetings and other administration issues
8. Previous study or work experiences in a bilingual environment.
9. A demonstrated ability to take initiative when prioritising workloads and to meet tight deadlines.

The Selection Criteria

1. Superior capability in identifying priorities of workload in accordance to the need and objective of the unit supported and succeeding in carrying those tasks to meet deadlines under limited direction.
2. Superior research and analytical skills.
3. High adaptability in managing various levels of administrative duties under limited direction.
4. Practise of sound judgments in managing day to day tasking and superior multi-tasking skills.
5. Good interpersonal and liaison skills and ability to develop good personal relations with all team members and personal networks.
6. Proven high initiatives in seeking relevant activities such as seminars, workshops, conferences, in support of the development of position's role and the growing need of the unit.
7. Ability to effectively learn required computer applications, including under limited supervision, maintaining the unit's data management system accordingly.

Eligibility/Other Requirements

None



**AUSTRALIAN EMBASSY
JAKARTA**

Addressing the Selection Criteria

- Outline your skills and abilities that relate to the criterion you are addressing.
 - Do not simply address the criterion by saying that you possess the required skills but highlight your skills, experiences and achievements. Describe how you utilise these skills and provide examples.
 - Think broadly and diversely when addressing the criterion. For example: if the criterion relates to an employer seeking a person with good communication skills, think about the different forms of communication (in person, in writing, over the telephone and communicating with persons from different ethnic backgrounds/cultures, language barriers, non verbal communication skills etc).
 - Make sure that your response is clear, succinct and concise. Remember, there is no need to impress by providing an overly complicated response that the employer will have trouble interpreting.
 - Use positive action words.
 - Ensure that your response to each criterion is no longer than half a page.
 - Run a spell check on your computer before anyone sees your application.
 - Do a grammar review.
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