



AUSTRALIAN HIGH COMMISSION, SINGAPORE

The Australian High Commission in Singapore is seeking an energetic and professional individual with relevant experience to work as a Policy and Research Officer in the Political Economic team. As a Policy and Research Officer you will be expected to provide high quality research and written products and undertake outreach and stakeholder engagement in support the work of the Political and Economic team.

This advertisement is for an anticipated vacancy in the role. Duty statement and selection criteria are provided below.

Please note that applicants must be citizens of Australia as this position requires an Australian National Security clearance. By submitting an application you are indicating your willingness to undertake a security clearance process as a matter of priority. Inability to obtain a security clearance may result in the voiding of the employment contract or a change of duties.

Job Description

The Policy and Research Officer is expected to undertake the following tasks:

- Initiate and deliver high quality, timely written analysis on key policy trends and drivers, and emerging themes related to government policy, business and non-government stakeholders (topics including but not limited to digital economy, infrastructure, investment, services, innovation, cyber affairs, finance, climate change, renewable energy and Singapore's domestic politics).
- Identify and engage a wide range of external stakeholders to inform research objectives.
- Identify and monitor specific developments of relevance to Australian Government priorities in Singapore.
- Organise policy forums, discussions, events and visits as required.
- Other duties as deemed operationally necessary.

This is a full-time position. Normal hours of work are Monday to Friday 8:30am to 5:00pm, however the workload and events may require occasional out of hours/weekend work, so flexibility is required.

Selection Criteria

It is expected that the successful applicant will meet the following criteria in relation to the above tasks:

- Demonstrated ability to initiate and conceptualise research on key issues and policies, drawing on highly developed research and analytical skills with limited supervision.
- Deep understanding of key policy drivers (economic and industry) in Singapore and the region.
- Extensive knowledge of Australia and its government trade and investment objectives and priorities.

- Well-developed communication skills and a proven ability to produce accurate and well-researched written product for a range of end uses and users.
- Interpersonal and organisational skills to support effective external and internal engagement with government and non-government stakeholders.
- Tertiary qualifications in a related field, preferably in Economics, Finance, International Trade or political science.
- Relevant workplace experience in the public or private sector in Australia, Singapore or globally in the fields of digital economy, infrastructure, energy & resources and/or innovation.
- Applicants must be citizens of Australia and hold an Australian national security clearance at Secret level or above, OR have the ability to obtain such a clearance (the Australian High Commission will facilitate the process if the applicant does not have a current Australian national security clearance).

Background

The Australian High Commission is the official representative of the Australian Government in Singapore. We provide a range of services to the general public and act on behalf of various Australian Government authorities by representing Australia's interests.

Conditions of Appointment

Employment at the Australian High Commission is subject to the successful completion of local police check, national security clearance and a medical clearance.

Normal hours of work are Monday to Friday 8:30am to 5:00pm. A two year contract will be offered, however the successful completion of a 6 month probation period is required. Inability to obtain a security clearance may result in the Australian High Commission terminating the contract or a change of duties.

A bonus of 1.5 months' salary is paid annually in December and additional performance-based salary increases or bonus are offered. This position is offered at the Locally Engaged Staff 4 level. Salary SGD\$4,186 per month.

The Australian High Commission in Singapore will not be responsible for any costs incurred when applying for a Singapore visa, relocation costs, nor the return of the staff member and family to their country of origin at the end of a contract.

The Australian High Commission Singapore will arrange the necessary work authorisation if the successful applicant is not already residing in Singapore.

How to apply

The High Commission will establish a Selection Advisory Committee (SAC) to assess applications, conduct interviews, check referees reports and prepare a report for the delegate recommending the most suitable applicant.

Please provide a written one page pitch on why you are the most suitable applicant. Applicants must write no more than 1000 words. Please note that applications failing to comply will not be eligible.

Information from referees forms an important part of the selection process. Applicants should carefully select two referees who can speak in detail regarding their skills and suitability for the role. Details about the current position and relationship of each referee should be provided, along with email and mobile phone contact details.

Applicants are advised to carefully consider the selection criteria when preparing their application. Based on the information provided in applications received, the SAC will shortlist applicants for interview. Interviews are expected to take place in February 2021.

Applications should include:

- Completed Job Application Pack
- One page pitch (maximum 1000 words)

Applications should be submitted electronically to recruitment.singapore@dfat.gov.au or by post marked “Sensitive: Personal” to the following address:

Recruitment Manager
Australian High Commission
25 Napier Road
Singapore 258507

The selection process usually takes several weeks and applicants will be advised of the final outcome. If the position becomes vacant within 12 months of the date of this advertisement, the order of merit for this position may be considered for any similar vacancies.

Australian Government objectives, under which the High Commission operates, can be found on the Department of Foreign Affairs and Trade website (www.dfat.gov.au).

Applications close midnight 7 February 2021.