

ASEAN Research Officer – Vientiane – August 2015

Agency	Department of Foreign Affairs and Trade
Position number	
Title	ASEAN Research Officer
Classification	LE 5
Section	Political and Economic
Reports to	2 nd /3 rd Secretary Political/Economic (PN2124)

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

Under direction the ASEAN Senior Research Officer is required to provide policy support to the Second Secretary Political/Economic and liaise with Lao Government Ministries on Laos ASEAN Chairmanship issues.

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

- Provide expertise across a broad range of ASEAN issues to help deliver the embassy's strategic objectives during Laos' chairmanship of ASEAN in 2016
- Contribute to the post's preparation of policy documents, including briefing, cables, papers, letters, third person notes and emails
- Provide in-depth written analysis of current developments on ASEAN and other regional issues
- Assist in building a network of key contacts to support Australia's interests during Laos' chairmanship year
- Advise daily on political, economic and social developments in Laos that may affect Australian interests
- Obtain, research and analyse Lao economic and trade data, as requested
- Prepare programs of meetings for visiting Australian officials and/or embassy staff and make logistical arrangements in support of the visits
- Manage any capacity-building activities that may be supported during 2016 and identify individuals and organisations to be targeted
- Facilitate the signing of Memoranda of Understanding, project arrangements and other formal documentation with key government contacts
- Liaise with Lao government officials, including to obtain requested information and to make appointments as required
- Provide advice and assistance on matters of protocol, processes and local traditions/culture, and make appropriate travel and accommodation arrangements as required

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- Assist in arranging logistics for workshops, seminars (eg room bookings, hiring interpreters etc)
- Translate documents and arrange translation of documents from Lao to English and from English to Lao
- Interpret from Lao to English and English to Lao (for meetings, media releases, HOM letters and speeches etc)
- Other duties as directed.

Qualifications/Experience

1. Demonstrated research skills
2. Excellent spoken and written English and Lao language skills
3. Sound judgment, problem solving skills, initiative and a results orientation
4. Strong interpersonal skills and sound leadership skills
5. Tertiary qualifications and/or demonstrated expertise in relevant fields desirable

Australian Embassy Vientiane