

LES Position Description

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	VT044
POSITION TITLE	Senior Political Analyst
CLASSIFICATION	LE7
SECTION	Political/Economic
REPORTS TO (TITLE)	First Secretary (Political)

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 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 broad direction, the Senior Political Analyst provides high level strategic advice and analysis to support Australia's engagement with Laos. It involves monitoring political, economic and social developments, fostering strong relationships with government bodies, Lao People's Revolutionary Party bodies, regional organisations and civil society, and ensuring effective collaboration on bilateral and regional initiatives.

Key responsibilities of the position include but are not limited to:

- Undertake complex research and expert analysis of current key political and economic issues in Laos, including of legislative and justice processes anticipating strategic implications for Australia's interests and recommending courses of action.
- Develop and maintain in-depth knowledge about Australia's key interests and the longer term strategic, political and operational aspects of policies and programs in Laos to actively progress Australian interests in a politically sensitive environment. This will include producing high-level strategic reports, cables, briefing papers and speeches as required.
- Oversee the prioritisation and quality assurance of translations and summaries of key Government/NGO statements. Provide interpreting at high-level engagements, ensuring accurate conveyance of politically sensitive content and advising on strategic messaging and risk.
- Develop, maintain and strengthen a strategic network with key stakeholders, including Laos and Australian government agencies, Lao People's Revolutionary Party, multilateral organisations and civil society, to advance Australia's bilateral relationship and regional engagement. This includes understanding Laos' role in regional bodies such as ASEAN and the Mekong subregion, and negotiating and liaising with partners to foster collaboration, coherence and maximise the impact of Australia's policies, programs and partnerships.
- Represent the Embassy, promote policy dialogue and provide detailed advice on Australian participation at a range of local, regional and international events.
- Delivers high-level visit programs, policy outcomes and workshops, aligning agendas to Embassy objectives and coordinating whole-of-government stakeholders. Ensure post initiatives deliver measurable outcomes and value for money.



Required Qualifications/Experience/Knowledge/Skills

- In depth knowledge and experience in one of more of the following fields – foreign and trade policy, public policy, or regional engagement (such as ASEAN).
- Tertiary qualification in a related field.
- Demonstrated experience in providing high level political research, analysis and reporting.
- Very highly developed communication, negotiation, liaison and representational skills in written and spoken English and Lao including the ability to translate and interpret.
- Strong writing and advocacy skills; the ability to lead research, and to prepare content for speeches, reports and briefs.
- Ability to work independently and manage competing priorities to meet objectives.
- Ability to build and maintain strategic networks with government, Lao People’s Revolutionary Party, multilateral organisations and civil society.



Application Instructions

Required Documents for Submission:

- Your **resume**. Your resume should be **no more than three pages** and should include **the contact details of two professional referees**
- A written **statement of purpose**. Your statement of purpose should be **no more than 1000 words** and it should summarise your motivation in seeking the position as well as demonstrate your capacity to fulfil the job's responsibilities.
- Do not include copies of certificates or referee reports with your application.

Applications must be submitted electronically by **Friday, 13 February 2026 at 9:00 AM**.

Applications can be sent by email: HR.Vientiane@dfat.gov.au

The Australian Embassy is an equal opportunity employer; all applicants will be considered on their merits and only shortlisted applicants will be contacted.

Applicants who are ranked suitable by the selection panel will be placed on an eligibility list for 18 months and may be considered for similar vacancies within this period.

Other Eligibility & Requirements

All employees at the Australian Embassy are subject to satisfactory medical and security vetting. Applicants must be able to work as a locally engaged staff member at a diplomatic mission, possess a valid passport and a driver's license or be able to obtain a valid passport and a driver's license, and be willing to travel within Laos, regionally and internationally as required