



**Australian High Commission
Port Vila**

Research Officer

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

The Research Officer will provide support to the political and economic team at the Australian High Commission. The officer will be responsible for monitoring topical developments and undertaking research as required. The officer will report to the First Secretary, Political and Economic Section. The position is permanent part-time (15 hours per week) but there is scope for increased hours during peak times.

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

- Conduct research and provide reporting and/or analysis on topical developments in Vanuatu
- Draft reports and provide oral briefings as required
- Follow and analyse Vanuatu Government foreign and domestic policy decisions e.g. diplomatic relations, United Nations issues, Commonwealth issues etc.
- Develop and maintain a positive working relationship with key contacts

Qualifications/Experience

- Experience in a research or similar role
- High level written and oral communication skills

Essential Requirements

Strong written and spoken English and Bislama is essential.