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| **Agency** | Department of Foreign Affairs and Trade |
| **Location** | Australian Embassy, Beijing |
| **Position Number** | BJ1-066 |
| **Position Title** | Senior Analyst and Visits Coordinator |
| **Classification** | LE5 |
| **Section** | Research and Visits Unit (RVU) |
| **Reports to (title)** | Research and Visits Unit (RVU) Supervisor |
| **Status** | Ongoing, Full-time |
| **Gross Annual Salary** | RMB 256,425.00 (plus loading if applicable) |

**About the Australian 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.

DFAT 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 Senior Analyst and Visit Coordinator role supports the Australian Embassy in China in achieving the broader objectives of the Australian Government.

The position provides high quality and targeted research, analysis, evaluation, and reporting on a range of sensitive and complex topics, in supporting Australian officers.

The position is responsible primarily for the co-ordination of the incoming and outgoing delegations, including Australian ministers and parliamentarians, and for provincial travel in China.

The position liaises with the Chinese government, organisations, companies, and universities to arrange meetings for Australian officials in providing logistical and operational support to the Embassy.

The position assists with interpretation/translation services for officials at the Australian Embassy in China as required. This could include, but not limited to, interpreting at formal meetings and representational events, as well as translating formal inward and outward correspondence and diplomatic communications.

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

* Perform high level research and analysis on a wide variety of topics of importance to the Embassy, including political, economic, and social issues, and prepare English language reports.
* Develop, maintain, and strengthen internal and external stakeholders, including Chinese ministries, departments, and official organisations to co-ordinate meetings, distribute correspondence and make enquiries.
* Provide policy, logistical and operational support for visits to China by incoming Australian Government representatives, as well as for provincial visits by Embassy staff or other Australian officials.
* Provide high-quality interpretation and translation support to Australian Embassy officials and senior visitors from Australia as required on a wide range of topics of interest to the Australian Government. Actively maintain and improve level of interpretation and translation proficiency.
* Monitor Chinese government websites and Chinese media for issues of interest to Australia.
* Represent and promote the interests of Australia at a range of forums, events and meetings and provide advice on Australian participation, operational and policy issues.
* Relieve other positions in the RVU during periods of staff absences; provide administrative support to Embassy staff as required.

**What you require**

**Professional and Technical Skills, and Knowledge:**

* Strong oral interpretation and written translation skills from Chinese to English and English to Chinese with the ability to capture all nuances.
* Well-developed ability to undertake research, using both English and Chinese sources, and produce high-quality analytical reports on issues of interest to the Australian Government, including foreign affairs and economic policy issues.
* High-level understanding of China’s political and economic environment and Australia’s interests
* Proven problem-solving skills, flexibility, and adaptability to develop innovative and high-quality programs to support visiting delegations and the Embassy’s provincial travel agenda.
* High degree of confidence in using Microsoft software and the ability to use databases and undertake internet-based research.

**Behavioural Capabilities:**

* Demonstrated ability to deliver on commitments, building trust with stakeholders and colleagues especially under the pressure of multiple priorities and deadlines.
* Effective interpersonal, teamwork and leadership skills with a demonstrated ability to work both independently, under limited supervision, and as part of a team.

**Qualifications:**

* Tertiary qualifications and a demonstrated ability to communicate at a high level effectively and clearly (both orally and written) in both English and Mandarin are essential.
* Formal interpreting and translating qualifications would be an advantage.

## What the Australian Embassy offers

* Attractive remuneration package that includes performance bonuses, additional insurance coverage, 14 public holidays and generous leave provisions
* Safe and secure workplace where safety of employees is a high priority, and a diverse and inclusive workplace is actively promoted,
* Opportunity to work in a diplomatic mission and interact with colleagues from a broad range of interesting areas.
* Opportunity to learn new skills and meet unique challenges.

**How to Apply**

Your application, written in English, should include:

* Curriculum Vitae (maximum 2 pages)
* Application for Locally Engaged Staff Employment (please see Attachment A)
* A supporting statement of no more than two pages, in 12 font, outlining experience and/or ability relative to the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Qualifications as outlined in the ‘what you require’ section above.

Please email your application to **beijinghrrecruitment@dfat.gov.au** **before 23:59 on Sunday, 21st April 2024**. Applications received after this time will not be considered.

For further information about this position, please contact [**beijinghrrecruitment@dfat.gov.au**](mailto:beijinghrrecruitment@dfat.gov.au).

Please note that only applicants short-listed for interview will receive a written reply. If you have not received any communication from the Human Resources Section of the Australian Embassy within four weeks after the close of application, please consider your application unsuccessful. Thank you for your understanding and your interest in working at the Australian Embassy, Beijing.

**Attachment A: Application for Locally Engaged Staff Employment**

Position you are applying for: Date available for work**:**

Where did you hear about the vacancy? (tick all that apply)

the official website of the Australian Embassy  the WeChat account of the Australian Embassy

Yi Jiang  NGO Jobs  Other (please detail) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **PERSONAL INFORMATION** | | | | | |
| Title: | | Last Name: | | | First Name: |
| Email Address: | | Contact Number: | | | Citizenship(s) |
| Address: | | | | | |
| Are you eligible to work in the country in which you are applying for a position? Yes  No  *(Note: to be eligible to work in this country you should be a citizen, hold or be able to obtain an appropriate working visa)* | | | | | |
| **PREVIOUS AUSTRALIAN GOVERNMENT EMPLOYMENT Yes  No** | | | | | |
| Have you ever been employed by the Australian Government, either in Australia or overseas?  If yes, please provide the details.  If yes, did you ever receive a redundancy or other payment benefit? | | | | | |
| **REFERENCES** | | | | | |
| Please provide the names and email addresses of two work-related referees whom we can contact. Both referees should  be able to comment on your work performance. | | | | | |
| **REFEREE 1** | | | | | |
| Title: | First Name: | | | Last Name: | |
| Organization: | | | Position Title: | | |
| Relationship to Applicant | | | Years of Relationship: | | |
| Contact Number: | | | Email Address: | | |
| **REFEREE 2** | | | | | |
| Title: | First Name: | | | Last Name: | |
| Organization: | | | Position Title: | | |
| Relationship to Applicant | | | Years of Relationship: | | |
| Contact Number: | | | Email Address: | | |
| **APPLICANT’S STATEMENT** | | | | | |
| The above information, to the best of my knowledge, is true and correct. I consent to the mission collecting and  using information, and to relevant employers / supervisors disclosing information, in relation to my work performance  and conduct for the purpose of assessing my suitability to carry out the duties of the position I have applied for, and  suitability for employment. I understand that misstatements or omissions in my disclosures may result in a failure to hire  or immediate discharge if they are discovered.  Accept: Name: Date: | | | | | |