



POSITION DESCRIPTION POLICY ANALYST

Agency	Department of Foreign Affairs and Trade
Position number	11086
Title	Policy Analyst
Classification	LE5
Section	Political-Economic
Reports to (title)	DHOM

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.

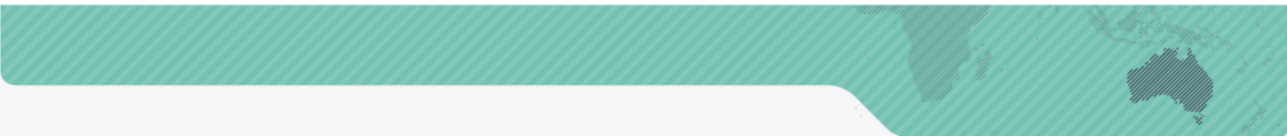
The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional and bilateral interests.

About the position

The Policy Analyst undertakes detailed research and preparation of complex reports, including options for policy responses, regarding major geopolitical issues affecting the Horn of Africa and key strategic, political and economic issues in Ethiopia, Djibouti, South Sudan and the Central African Republic.

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

- Research, analyse and prepare complex reports, including options for policy responses, on
 - major geopolitical issues including Ethiopia's relations with its neighbours, and the role of major powers in the Horn of Africa and the Red Sea
 - key security, political and economic issues in Ethiopia, Djibouti, South Sudan and the Central African Republic and
 - Australia's international priorities, including human rights, gender equality and the displacement and movement of people across borders.
- Lead and coordinate the Australian Embassy's work and engagement on Government Affairs.

- 
- Develop and maintain an extensive network of relevant contacts in government agencies, resident United Nations agencies, media, and think tanks in Ethiopia, Djibouti, South Sudan, CAR and the African Union.
 - Develop and execute events and engagements with key interlocutors on research questions set by the mission policy team.
 - Monitor local and regional media, government and international organisations' statements and publications and develop and maintain a database of key documents supporting the Australian Embassy's policy work.
 - Contribute to priority setting and Embassy crisis response efforts and input to consular planning activities, in particular for Ethiopia, Djibouti, South Sudan and CAR.
 - Lead and coordinate the design and delivery of local knowledge management systems supporting the policy functions of the Australian Embassy.
 - 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.
 - Mentor junior staff to develop additional skills in order to enhance their reporting capacity.
 - Perform back up to the policy team and other duties as required.

Qualifications/Experience

- High-level research and analysis skills.
- Highly developed written and oral communication skills in both English and Ethiopian languages.
- Excellent interpersonal skills, including good representational skills in dealing with a wide range of clients, cultures and expectations.
- Strong general knowledge of political, economic, security and other developments affecting the Horn of Africa and the wider African continent.
- Demonstrated ability to prioritise, think strategically, apply judgement and innovation to achieve results.
- Capacity to understand and support knowledge sharing in an organisational environment.
- Ability to work independently.