

## Political Officer

<b>AGENCY</b>	Department of Foreign Affairs and Trade
<b>POSITION NUMBER</b>	SUV036
<b>POSITION TITLE</b>	Political Officer
<b>CLASSIFICATION</b>	LE6
<b>DIVISION/POST/SECTION</b>	Suva
<b>REPORTS TO (TITLE)</b>	First Secretary Political
<b>CONTRACT TYPE</b>	Ongoing

### About the Department of Foreign Affairs and Trade

The role of the Australian High Commission through 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 development cooperation program, and helping Australian travellers and Australians overseas.


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

### About the role

Under limited direction, and reporting to the First Secretary, Political, the Political Officer provides regular, timely and high-quality analytical reporting, research, and strategic guidance on political developments in Fiji. The Political Officer will also support Posts strategic media engagement and support high level visits from time to time, as appropriate.

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

- Research and provide expertise and technical advice on domestic political developments to strengthen Australia's bilateral relationship with Fiji.
- Monitor and track political developments, and high-profile legal issues in Fiji, including through regular attendance at Parliament during sitting weeks.
- Working with the First Secretary, Political, build and maintain strategic relationships Fijian politicians and political party figures, public servants, including in the Ministry of Foreign Affairs and the Prime Minister's Office, and media contacts.
- Produce and deliver a range of high-quality written materials and policy advice including briefing, speeches, and correspondence to inform policy development, advise on emerging issues and identify key risks.
- Represent DFAT at meetings, conferences and seminars.

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- When required, support Post’s public affairs team to undertake public diplomacy activities.
  - Assist with organising meetings, high-level visits, and events.

#### **Qualifications/Skills/Experience**

- Tertiary qualifications in a relevant field including governance, politics or law and justice and/or demonstrated experience in a relevant sector is desirable.
- Knowledge of the Fiji Constitution, parliamentary processes and relevant legislation an advantage.
- Demonstrated ability to engage and collaborate with a range of stakeholders.
- Excellent communication and interpersonal skills, including briefing and report writing capabilities,.
- Flexibility to work non-routine hours as required.