**Political and Economic Officer**

**Australian High Commission, Nigeria**

**Position Reference: PN 11120**

**Level 5: NGN 1,502,738 per month**

**Australian High Commission, Abuja - Nigeria**

**Ongoing, Full-time**

**Reports to: Second Secretary Political**

**Expected commencement: January/February 2025**

**Who we are looking for**

We are looking for a highly motivated and engaging individual to fill the position of Political and Economic Officer. Our ideal candidate has the qualifications and experience as outlined in the position description below. Please ensure you review the role thoroughly to ensure your suitability.

**Who we are**

We are a motivated and professional public policy team with a wide variety of qualifications and backgrounds. We welcome people with both public and/or private-sector experience. We value people with ideas, the ability to present them persuasively, and the drive and skill to see them adopted. We take pride in our reputation for acting with integrity and discretion. We seek greater diversity in our workforce.

**What we offer**

* An attractive remuneration package, including paid annual leave and public holidays.
* The ability to work in a diverse and inclusive workplace.
* Exciting and fulfilling work at the heart of Australia’s bilateral relationship with Nigeria, several of its neighbours and the Economic Community of West African States (ECOWAS).
  + Some domestic and regional travel is possible.
* The opportunity to work with strong, smart, visionary, and experienced public service leaders who encourage and support you to develop your interests, skills and expertise, and achieve your ambitions.

**How to apply**

Prepare your application:

* Read the Application Guidelines – available on the Australian High Commission website
* Resume (curriculum vitae) - maximum two (2) pages
* Selection Criteria Responses (refer to the end of the Position Description) – maximum 250 words per criteria
* Contact details for two (2) work-related referees, including current supervisor.

Submit your application by email to: [ahcabuja.HR@dfat.gov.au](mailto:ahc.abuja@dfat.gov.au) by no later than **Friday 22 November 2024 at 23:59 (WAT).**

We will only process applications submitted through the Australian High Commission inbox [ahcabuja.HR@dfat.gov.au](mailto:ahcabuja.HR@dfat.gov.au) . Applications submitted through other means will not be progressed.

**Who to contact**

Refer to the Current Vacancies page on the Australian High Commission website in the first instance:

<https://nigeria.highcommission.gov.au/aaja/home.html>

All queries relating to job applications should be directed to the Corporate Services Manager via email [ahcabuja.HR@dfat.gov.au](mailto:ahc.abuja@dfat.gov.au). No phone enquiries will be taken.

Due to the high number of applicants expected only short-listed applicants will be notified. Feedback will not be provided to unsuccessful applicants.

**Things to note**

Australian High Commission Nigeria employees are expected to adhere to the Australian Government’s Locally Engaged Staff Code of Conduct and employment principles in terms of performance and standards of behaviour.

*Advancing the interests of Australia and Australians internationally*

**Position Description – Abuja Post, January/February 2025**

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| **AGENCY** | Department of Foreign Affairs and Trade |
| **POSITION NUMBER** | PN 11120 |
| **POSITION TITLE** | Political and Economic Officer |
| **CLASSIFICATION** | LE5 |
| **SECTION** | Political and Economic Section |
| **REPORTS TO (TITLE)** | Second Secretary Political |

About the Australian Government’s 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 and Economic Officer supports the work of the Political and Economic Section of the Australian High Commission in Abuja (AHC). The role supports the AHC to advance Australia’s foreign policy, trade and investment, development, and public diplomacy interests with Nigeria and the AHC’s other countries of accreditation, Benin, Cameroon, Gabon, The Gambia, and Niger.

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

* Research and report on political, economic, and commercial policy issues of interest to the Australian Government and provide high-level advice to Australian diplomatic staff, including the High Commissioner.
* Monitor and analyse local traditional and social media (including French language sources) to produce a daily summary report on the political, economic, and social environment in Nigeria and the AHC’s other countries of accreditation.
* Build and maintain strong relationships with a broad range of political, economic, development and civil society contacts, across Nigeria and the AHC’s other countries of accreditation. Maintain AHC’s contacts database.
* Organise events for alumni of Australian universities, and actively engage alumni to develop the reach of this network. Assist as required with other public diplomacy initiatives.
* Represent the AHC at forums, events and in meetings with key interlocutors, including government, private sector, regional (ECOWAS) and international bodies, as well engaging with the public, to register an effective Australian presence and advance our interests. This may require occasional travel domestically and to the AHC’s other countries of accreditation.
* Report back on the outcomes of such forums, events, and meetings to provide advice on outcomes and policy issues of interest.
* Assist Australian diplomatic staff, including the High Commissioner, in preparing official correspondence, including notes verbales, on matters of policy importance.
* Manage programs, logistics and meeting arrangements for the AHC’s diplomatic staff, including the High Commissioner, and high-level Australian visitors, when they undertake travel domestically and to the AHC’s other countries of accreditation.
* Assist in partner engagement and preparation of documentation for Australia’s development program in Nigeria and the AHC’s other countries of accreditation.
* Perform other duties as required, including possible support with French language translation, and backing-up other AHC locally engaged staff positions.

Selection Criteria - Qualifications/Experience

* University degree in the field of international relations, politics, economics, development, law, or a related discipline.
* Demonstrated research and reporting skills on developments in the political, economic, social and/or development situation in Nigeria and across the West African region, as well as a developed understanding of the governance, business, and international organisation (familiarity with ECOWAS would be advantageous) structures present.
* Knowledge of Australia’s international and foreign policy priorities would be advantageous.
* Highly developed written and oral English language skills (written and spoken French language skills are desirable).
* Well-developed interpersonal, representational, and networking skills that allow effective and professional communication with government, media organisations, think tanks, civil society, development partners, peak bodies, and the public.
* Demonstrated ability to prioritise competing tasks, think strategically, apply judgement and innovation to your work to achieve results in line with deadlines under limited supervision.
* Ability to operate effectively within and across small, cross-cultural teams, noting this position works in tandem with the AHC’s Communications, Public Diplomacy and Research Officer.