

## POSITION VACANT

Position Title: Trade and Economic Diplomacy Officer

Salary: 1,558,950 Chilean pesos per month

Duration: Ongoing

### Summary of Duties

Under the direction of the Deputy Head of Mission, this position will have direct responsibility for researching and analysing economic, trade and investment developments within Chile and Ecuador and their impact on Australia's interests. Duties will also include coordinating visits, translation, alumni engagement and economic and digital diplomacy.

### Responsibilities include:

- Develop and maintain key trade stakeholder relationships, with a key focus on engagement with the Chilean Agriculture and Livestock Service to advance market access requests and encourage new Australian companies to export to Chile
- Assist with the development and implementation of the Australian Embassy's economic diplomacy strategy, with a focus on improving Australia's alumni engagement and optimising the Embassy's presence on social media platforms
- Generate economics/trade related content (original text, images, video) for social media that builds meaningful connections and advocates on behalf of Australian business interests
- Assist with the development and implementation of the Australian Embassy's economic diplomacy strategy, with a focus on improving Australia's alumni engagement and optimising the Embassy's presence on social media platforms
- Undertake trade policy research and analysis, prepare reports and provide advice on trade and Australian business opportunities in the three countries of accreditation
- Translate documents from English to Spanish and Spanish to English, including speeches, diplomatic communications, policy papers, and letters. As required, act as informal interpreter for visiting officials and Australian diplomatic officers.
- In collaboration with political and economic section team members, coordinate programs for visiting ministers and officials.
- Assist with the planning and development of the Australia's engagement during the Chilean Government's hosting of APEC in 2019

### Essential requirements:

The candidate should meet the following essential criteria:

- Language: Superior oral and written proficiency in Spanish and English.
- Education: A university degree.
- Experience: A minimum of two years' work experience in a relevant field, preferably involving economic or political research and analysis and/or social media networking and marketing.
- Skills: Highly developed conceptual, research and analytical skills and an ability to show initiative and apply sound judgement. Strong organisational skills and proficiency in Microsoft Office software. Proven ability and experience to provide professional consecutive interpretation and translation in Spanish and English in both directions. Excellent writing, editing (photo/video/text), presentation and communication skills.

Desirable characteristics:

Familiarity with Australia is not essential, but may be an advantage. Demonstrated experience in trade policy, investment policy, quarantine policy or a similar technical area is not essential, but may be an advantage.

Conditions of Employment:

An offer of employment would be subject to the successful completion of a police check and probity assessment. Applicants must be permitted to work under Chilean law (i.e. by holding a valid work visa or being a Chilean citizen). The embassy will not be able to assist applicants to secure a visa beyond providing an offer of employment. Applicants from Australia are encouraged to apply though the Embassy will not cover relocation costs. The employee's appointment will be subject to a three-month probation period.

How to apply:

Candidates must send, before the closing deadline, an email containing the following two attachments in Microsoft Word or PDF format:

1. A cover letter, in English, of no more than 1000 words, which addresses the following selection criteria, including relevant examples:
  - a) Sound understanding of economics, trade and investment conditions in Chile and Latin America, including national reforms and regional initiatives (e.g. TPP, Pacific Alliance)
  - b) Strong research abilities, including the ability to produce concise summaries against tight deadlines;
  - c) Development and maintenance of effective interpersonal relationships with team members and external clients;
  - d) Ability to develop visit programs with attention to detail and limited direction.
2. A current résumé of no more than two pages, in English, including the names and contact details of two referees. The selection committee will not contact referees prior to an interview round.

Please write in the subject line of the email: "Application: Surname, First name" and send it to [vacancy.santiago@dfat.gov.au](mailto:vacancy.santiago@dfat.gov.au)\*

Shortlisted candidates will be invited for an interview and asked to complete a written exercise in early June.

**Applications close at 12 noon (Santiago time), Monday, 28 May, 2018.**

\*There is a file size limit of 5MB per email, please make sure your email does not exceed this limitation or your application will not reach our mailbox.