

**Australian High Commission in Pretoria**  
**Vacancy – G20 Officer – Policy, Research & Support**  
**(12-Month Fixed Term Contract Position)**

The Australian High Commission in Pretoria invites applicants to apply for a locally-engaged position as a G20 Officer for the Department of Foreign Affairs and Trade.

**APPLICANTS NEED TO SUPPLY A CURRICULUM VITAE AND 500-WORD PITCH ADDRESSING THE KEY RESPONSIBILITIES, QUALIFICATIONS, EXPERIENCE, KNOWLEDGE, SKILLS FOUND IN THE JOB DESCRIPTION BELOW.** Drawing on your skills and experience, please provide **examples** of where you have demonstrated the required competencies or transferable skills.

**APPLICATIONS WHICH DO NOT ADDRESS THE SELECTION CRITERIA WILL NOT BE CONSIDERED.**

The Department of Foreign Affairs and Trade (DFAT) advances 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.

The Australian High Commission is Australia's diplomatic representation in South Africa.

#### **About the position**

The G20 Officer will assist the High Commission support the Government's participation in South Africa's presidency of the G20 in 2025. This is a junior position at the High Commission working under the direction of the First Secretary (Economic).

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

- Assist with organising official visits by Australian ministers and officials and the High Commissioner during the G20, including arranging meetings, preparing programs and providing logistical support.
- Support high-level visits throughout the G20 year in multiple cities across South Africa.
- Monitor, research and report on trade, investment and economic policies and other G20 finance policy developments.
- Develop and maintain a broad network of government, business, industry, civil society and diplomatic contacts.
- Provide other research, analysis or program support as required.

#### **Required Qualifications/Experience/Knowledge/Skills**

- Relevant qualifications in economics, international relations or a related field.
- Strong written and oral communication skills in English.
- Strong liaison and interpersonal skills, including the ability to develop productive working relationships and create strong networks with a range of relevant contacts.
- Ability to plan and manage multiple tasks, show initiative, apply sound judgement, and adapt to change.
- Proven ability to manage logistics for meetings and travel arrangements for senior officers.
- Willingness to travel regionally.

- Familiarity with Australia is not essential but may be an advantage.

This position will be required to travel domestically (i.e. within South Africa), including to remote locations, and work and be contactable outside of standard hours.

### **Package and remuneration**

The successful applicant will be employed in a **non-on-going fixed term contract position for a period of 12-months** at the LE4 salary level range of ZAR 442, 872 – 518 ,088 per annum and in accordance with the Locally Engaged Staff Terms and Conditions 2021. This salary range is fixed and not negotiable.

### **Enquiries**

For any enquiries related to the role or application process please e-mail [hr.pretoria@dfat.gov.au](mailto:hr.pretoria@dfat.gov.au).

### **Application Guidelines**

To apply for the G20 Officer – Policy, Research & Support position, **you will need to address the key responsibilities, qualifications, experience, knowledge, skills in a 500-word pitch**. The panel will not assess responses that exceed the word limit. Drawing on your prior experience, please provide **examples** of where you have demonstrated the required competencies or transferable skills.

**Applications that do not address the key responsibilities and qualifications/experience will not be considered.**

You will also need to send us your **curriculum vitae (no more than two pages)** outlining your professional and academic background. Your CV should include the names and contact details of **two professional referees** who can validate and support your application. You may be asked to submit copies of your qualifications.

Applicants are required to hold South African citizenship, permanent residency, or the requisite work permit for South Africa.

Only shortlisted candidates will be contacted for an interview. If you have not received any communication from the Human Resources Section of the Australian High Commission within four weeks after the close of applications, please consider your application unsuccessful. Thank you for your understanding and interest in working at the Australian High Commission in Pretoria.

Applications must be submitted by e-mail to [hr.pretoria@dfat.gov.au](mailto:hr.pretoria@dfat.gov.au) with 'Application for G20 Officer – Policy, Research & Support' as the subject line by **5.00 pm Pretoria time on 25 October 2024**.