

Policy Officer – LE5 – DFAT – Paris

Job Title: Policy Officer
Location: Paris
Salary: EUR 4,466 gross monthly plus 13th month salary
Contract Type: Non-ongoing, up to 2-years (CDI d'opération).
Hours: Fulltime, 35 hours per week

Closing Date:

The successful applicant will be engaged for a period of 21 to 24 months under a French “CDI d'opération” as a locally engaged staff member by the Australian Embassy, Paris and must be in possession of a valid authorisation of work for France or be able to obtain one on their own. The successful candidate should be available to commence duties as soon as possible.

Please be advised that the Australian Embassy, Paris does not assist with relocation. Any costs associated with taking up the position would be the responsibility of the successful candidate

The Fair Work Act 2009 is not intended to apply to the employment of Locally Engaged Staff (LES) at Australia's overseas diplomatic and consular missions. The successful candidate's terms and conditions of employment will be governed by the laws of Paris.

About the Department of Foreign Affairs and Trade

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 Officer, engaged on a two-year CDI d'Opération, will support Australia's engagement in the Organisation for Economic Cooperation and Development (OECD) including supporting Australia's Ambassador in his role as Chair of the OECD Budget Committee. The officer will help advance DFAT's interests within the OECD and among its member states, working in coordination with other Australian Government agencies based at the Paris Delegation and in Canberra.

The officer will provide policy, coordination, and administrative support to Australia's delegation to the OECD, contribute to high priority OECD Ministerial meetings, and undertake broader corporate responsibilities as required.

Key responsibilities of the position include but are not limited to:

- Support the Ambassador, as Chair of the OECD Budget Committee, in managing the schedule of the Budget Committee, Bureau, Working Group and related meetings, including preparing and reviewing agendas, Chair's notes, background material and reports to Council.
- Prepare high quality briefing and background papers for the Head of Mission and senior officers on the OECD Programme of Work and Budget (PWB) negotiations, including matters relating to assessed and voluntary contributions, capital investment needs and the implementation of the OECD's new budget process.
- Support Australia's representation in OECD budget governance processes, including monitoring issues, tracking voluntary contributions, and assisting the Chair's engagement with the Executive Committee, Council and other relevant bodies.
- Perform complex research and policy analysis, and provide accurate and specialised briefing and advice to Australian Delegation officers to inform Australia's positions on OECD issues.
- Represent and promote the interests of Australia at a range of forums, events and meetings, provide advice on Australian participation, operational and policy issues and prepare reports as required.
- Establish, develop and maintain strong working relationships with a range of key internal and external stakeholders.
- Assist with corporate responsibilities of the Delegation and coordinate administrative and logistical support for high-level visits including the annual Ministerial Council Meeting.
- Other duties as directed by management.

Qualifications/Experience

- Sound knowledge of economic and political issues in foreign affairs and trade.
- Sound knowledge of the OECD's policy work and demonstrated ability to provide advice to support DFAT's objectives in the OECD.
- Previous professional experience with government and/or international organisations in a relevant field.
- Written and oral language skills in English to a clear and professional standard, with the ability to draft high level correspondence.
- Demonstrated ability to represent Australia and its policy interests in international and multilateral forums and other meetings and with stakeholders.
- Strong research and analytical skills with ability to present information and ideas in a clear and concise format.
- Demonstrated ability to identify issues, risks, opportunities and reporting needs and to provide strategic policy advice.
- Demonstrated ability to take initiative, set priorities, show exceptional judgement, manage competing tasks and organise workloads to achieve outcomes and meet deadlines, and to work with limited supervision.

Security Requirements

- The holder of this position must be eligible for, and able to retain, a security clearance issued by the Embassy. To be eligible, applicants must be Australian citizens. Citizens of Canada, New Zealand, the UK or the US may also be eligible and are also invited to apply.
- Please note that candidates who hold citizenship or dual citizenship of France are not eligible for an Australian Security Clearance.

Applicants for this position may be considered for any similar on-going or non-ongoing, at-level research and Australian's representational support officer positions within the Australian Embassy,

the Permanent Delegation to the OECD or the Permanent Delegation to UNESCO that may arise at the Australian Embassy, Paris over the 18-month period from the date of the advertisement of this position.

Selection Criteria

Please ensure you provide a response to each of the listed selection criteria below. In your response, you must include relevant high-level examples from your experience that support your claims against the role. Application must be sent in English.

The word limit is strictly 250 words per response to each selection criteria. The panel may not assess incomplete applications or responses which exceed the word limit.

A. A high-level understanding of OECD's policy work, and the ability to undertake comprehensive research and provide strategic analysis on international policy, including trade and development, affecting and informing Australia's interests.

B. Well-developed written, oral and interpersonal communication skills in English.

C. Demonstrated ability to network, develop and nurture relationships across a broad range of internal and external stakeholders and leverage networks to influence outcomes.

D. Well-developed planning and organisational skills, with the ability to manage multiple tasks and priorities and achieve required outcomes with tight deadlines and limited supervision.

The Human Resources Section based in the Australian High Commission, London is responsible for managing all recruitment processes across the European region. To apply, please use the 'Apply' button below. Please direct any other queries to recruitment.london@dfat.gov.au.

We are committed to providing an inclusive and diverse workplace where all employees are valued. We appreciate the experiences, skills and perspectives of all individuals. We actively encourage applications from people from diverse backgrounds who share [our values](#).