

**AUSTRALIAN HIGH COMMISSION – KUALA LUMPUR**

Investment Officer

(Project-based Fixed-Term Contract)

The Australian High Commission invites applications for the position of Investment Officer within the Department of Foreign Affairs and Trade. This is a project-based position and the successful applicant is expected to commence as soon as possible.

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.

The Australian High Commission currently offers an attractive conditions package for this position that includes recreation/medical leave, medical benefits and contractual bonus. Employment will be offered on a contract basis for an initial one (1) year period with the possibility of renewal, at a Level 5 (LE5) Locally Engaged Staff (LES) position with a monthly salary of RM9,014. Continued employment is subject to successful completion a three (3) to six (6) months’ probation period.

Applicants should understand that this is a project-based non-ongoing (non-permanent) position for which Australian Government funding is approved for a total of two (2) years only. There is no guarantee the position will be extended beyond 30 June 2027.

The Australian High Commission will not be responsible for any costs in relation to relocation, accommodation arrangements nor the return of the officer to their hometown.

**Job Description**

The Investment Officer position is part of the [Southeast Asia Investment Deal Teams initiative](https://www.austrade.gov.au/asea/seaidt), which will play a key role in achieving the Southeast Asia Economic Strategy’s objective to increase Australian investment in Malaysia. The position works closely with colleagues at the Australian High Commission, other Australian missions in Southeast Asia and other agencies, in particular the Australian Trade and Investment Commission (Austrade). Working under limited direction to implement initiatives under the strategy, working with Malaysian and Australian Government agencies, Australian investors and the business community to promote Australian investment in Malaysia. You may be required to undertake travel within and outside of Malaysia and undertake work outside of business hours. The position is akin to that of a Business Development Manager, with responsibility for generating and pursuing new investment leads in Malaysia for Australian businesses.

**Tasks and Functions**

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

* Build, develop and maintain collaborative networks with key business, government agencies and intermediaries (banks, law firms, advisory firms, etc.).
* Develop and maintain current understanding of the Malaysian Government policies and emerging issues including and outside of the regulatory requirements for foreign investors.
* Work collaboratively with local project proponents to better understand Australian investor appetites and to shape investment opportunities to attract Australian investors.
* Undertake research and analysis to identify and report on investment environment, market insights, regulatory processes and barriers and existing and emerging business opportunities for Australian companies across a range of sectors.
* Draft information for Australian businesses seeking opportunities in Malaysia, including advice on market conditions, the regulatory environment, organising investor business missions and provide other in-market support as required.
* Contribute to investment outcomes across Southeast Asia by sharing best practice and ensuring consistent services are delivered across Australian missions in Southeast Asia.
* Monitor and report on investment outcomes, including contributing to the development and delivery of the team business plan and achievement of individual and team objectives and targets.
* Assist the trade and economic function of the High Commission as required, including preparing cables, research and statistical reports, correspondence and briefings.

**Selection Criteria**

* Qualifications in a relevant field (such as business, finance or economics) is required.
* At least five years’ experience in a related field.
* Demonstrated skills in building and managing productive working relations with clients, suppliers, business partners and/or government bodies, and a proven ability to utilise a network to achieve business results.
* High level representation and communication skills (including interpersonal, negotiation, representation and business writing skills), particularly the ability to articulate investment deal concepts and ideas.
* Research and written communication skills, project management and problem-solving capabilities.
* Ability to develop knowledge of Malaysian Government policies and regulations relating to foreign investment and/or opportunities and the operating environment for foreign investors in Malaysia.
* Ability to work autonomously under limited supervision and proactively take forward work agendas.
* Ability to take initiative to develop new business opportunities and pursue investment leads.
* Ability to achieve results in a commercial environment and apply this successfully to investment facilitation.
* High-level proficiency in English is a requirement and Malay is desirable. Experience in translation and interpretation desirable but not mandatory.

**EQUAL EMPLOYMENT OPPORTUNITIES**

The High Commission recruitment decisions are made on the basis of merit and we do not discriminate on the grounds of gender, age, race, ethnicity, sexual preference, religion or disability. Our employees enjoy equity and fairness in the workplace, opportunities for professional development, and support to balance their work and private lives.

**PREPARING YOUR APPLICATION**

**Your application should include:**

1. Employment & Qualification Background - Complete Attachment A

The form is attached for completion.

1. **Curriculum Vitae (CV)** outlining personal details, relevant work experience, educational qualifications and skills (minimum two pages).
2. **A One (1) to Two (2) Page Pitch** of no more than 1000 words addressing the selection criteria above. Your statement should address how you have the skills and knowledge relevant to the position’s responsibilities, with reference to your relevant qualifications and experience.
3. Provide contacts for two referees - Complete Attachment B

You need to provide contacts for two referees who are familiar with your professional as well as personal skills and competence. In most cases referees are not contacted unless you are shortlisted for the position, however if we have a tight timeframe we may contact referees before interviews.

1. *Optional* Equity and Diversity Data Sheet - Attachment C

The form is attached.

The Equity and Diversity data sheet is not compulsory, however, it helps us to ensure we are targeting a diverse range of potential employees and it enables applicants to bring to our attention any specific needs they might have – for example highlighting any disabilities which may need to be taken into consideration at the interview venue.

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|  | |  | | --- | | **Your completed application package must be emailed by 5:00pm, 9 April 2025 (Kuala Lumpur time) to** [ahcklrecruit@dfat.gov.au](mailto:ahcklrecruit@dfat.gov.au)    **Late or incomplete applications that do not address the selection criteria will not be taken into consideration.**    **We thank all applicants for their interest; however, only those selected for an interview will be contacted. The Australian High Commission is committed to protecting the privacy of your personal information. Information provided will be used for recruitment and employment purposes only.** | |

**ATTACHMENT A** **Employment & Qualification Background**

**1. Personal Particulars**

|  |  |  |
| --- | --- | --- |
| Title | **Surname** | **Given Name(s)** |
|  |  |  |

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| --- |
| **Contact Details – address, telephone contact details, email address** |

**2. Current Employment**

|  |  |  |
| --- | --- | --- |
| **Month/Year**  **Commenced** | **Employer** | **Position** |
|  |  |  |
| Brief Description of your duties | | |
|  | | |

**3. Previous Positions Held (including movement within an organisation)**

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| --- | --- | --- | --- | --- |
| **Month/Year**  **Commenced** | **Month/Year**  **Finished** | **Employer** | **Position** | **Level** |
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**4. Academic Qualifications**

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| --- | --- | --- |
| **Year Received** | **Qualification** | **Institution** |
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**5. Languages**

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| --- | --- |
| Language | **Proficiency Level** |
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**6. Other** e.g. Awards, Academic Appointments, Publications, Professional Associations, etc

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**ATTACHMENT B Referee contacts**

**ACHMENT B** **Referee contacts**

Please provide the names and details of two referees whom the High Commission can contact if you are short listed for the interview.

**Referee 1**

|  |  |  |
| --- | --- | --- |
| Full name of Referee:  Mr/Ms | Relation to Applicant (employer/supervisor): | |
| Occupation (Position and company): | Phone: | |
| Email: |  |  |

**Referee 2**

|  |  |  |
| --- | --- | --- |
| Full name of Referee:  Mr/Ms | Relation to Applicant (employer/supervisor): | |
| Occupation (Position and company): | Phone: | |
| Email: |  |

**ATTACHMENT C Equity and Diversity Data Sheet**

The Australian High Commission is committed to providing a fair, flexible, safe and rewarding workplace and actively encourages a working environment that is free from harassment and discrimination. The High Commission recognises diversity and the benefits associated with building a workforce that reflects this diversity.

Measures are taken to eliminate employment-related disadvantages on the basis of gender, race or ethnicity, or physical or intellectual disability. To ensure these measures are effective, statistical information about the employment of people in these groups is required. You are not obliged to complete this form, however, by doing so you will help ensure the data collected reveals an accurate reflection of the diversity of our workforce.

**Gender:** M F

**Are you an Australian citizen:** Yes No

**Were you born in Australia:** Yes No

**If you are not an Australian, what is your nationality? ………………………**

**Is English your first language:** Yes No

**Do you have a disability?** Yes No

**(Note: Please indicate below any special requirements you may have at interview.)**

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*NOTE: In accordance with the Commonwealth Privacy Act, these details will not be disclosed to other agencies, persons or organisations. Composite statistical data will be used for reporting purposes only.*