

**AUSTRALIAN HIGH COMMISSION – KUALA LUMPUR**

**Research Officer (Agriculture)**

The Australian High Commission in Kuala Lumpur invites applications for the position of Research Officer (Agriculture) to support the Counsellor (Agriculture) for a start date as soon as possible.

The Australian Department of Agriculture and Water Resources ([www.agriculture.gov.au](http://www.agriculture.gov.au)) develops and implements policies and programs to ensure Australia’s agricultural, fisheries, food and forestry industries remain competitive, profitable and sustainable. The Department has a network of overseas officers to help maintain and expand market access for Australia’s agricultural exports and to manage the agricultural relationship with key trading partners.

The department works closely with the Department of Foreign Affairs and Trade (DFAT) and other Australian government agencies as part of a whole of government approach to advance Australia’s global, regional and bilateral interests.

The terms of employment will be in accordance with the Kuala Lumpur Based Terms and Conditions of Employment. Employment will be offered on on-going basis at a level 5 Locally Engaged Staff position (LE5) with an annual salary in the range of RM92,292 to RM99,900. Continued employment is subject to successful completion of a 6 month probation period.

The Australian High Commission in Kuala Lumpur offers an attractive conditions package that includes recreation and medical leave, medical benefits and contractual bonus.

The Australian High Commission in Kuala Lumpur will not be responsible for any costs incurred on relocation, accommodation arrangements nor the return of the officer to their home town.

**Job Description**

The position is a Locally Engaged Staff position within the High Commission. The Research Officer (Agriculture) works to support Counsellor (Agriculture) to maintain and improve trade of agricultural products between Australia and Malaysia and to strengthen the bilateral agriculture relationship by facilitating policy discussions, coordinating meetings and visits and monitoring cooperation, capacity building and collaborative research activities.

To support this work, the Research Officer (Agriculture) will: develop and maintain strong working relationships with stakeholders including Malaysian government officials, Malaysian and Australian producer groups, importers, exporters and distributors; monitor changes to the policy environment; and provide high level analysis, briefings and technical advice on agriculture related matters.

**Tasks and Functions**

* Perform research and provide accurate and specialised advice to the Counsellor (Agriculture) on matters relating to the Australia-Malaysia agricultural relationship by collecting, analysing and evaluating information.
* Provide high level translation and interpreter support for the Counsellor (Agriculture), other embassy staff and visiting delegations.
* Build new and maintain stakeholder relationships with relevant Malaysian government agencies, other sections within the Australian High Commission environment, Malaysian and Australian producer groups, importers, exporters and distributors to progress key priorities and monitor the agricultural policy environment.
* Respond to enquiries on import/export requirements and legislative and administrative frameworks; progress market access requests and facilitate the handling of detained consignments.
* Organise and deliver programs for visiting government officials, ministers or Australian business representatives, including facilitating meetings, field trips, workshops and other events.

Perform the administrative arrangements of the Agriculture Section including writing cables, reports of meetings, records of conversations and monthly activity reports and managing the budget of the Agriculture section.

**Selection Criteria**

* Appropriate tertiary qualifications and broad experience with government and industry.
* High level of written and oral proficiency in English and Bahasa, including translation and interpretation of technical terminology in a professional environment.
* Well-developed research and analytical skills.
* Strong interpersonal skills, including the ability to liaise with senior representatives of government and industry.
* A high-level of understanding of Malaysian agricultural developments.

**VISA INFORMATION**

To work at the Australian High Commission, it is a requirement to hold a work permit/visa. The successful candidate has to make his/her own visa arrangement to legally work at the High Commission. The High Commission will provide a supporting letter to facilitate the visa arrangement but will not get involved in the process of getting a work permit/visa. The successful candidate is responsible for his/her travel and accommodation arrangements.

**PREPARING YOUR APPLICATION**

**Your application should include:**

1. Employment & Qualification Background - Complete Attachment A

The form is attached for completion.

1. Statement of Claim against the Selection Criteria - Complete Attachment B

In this statement, which should not exceed two (2) pages, you will describe in your own words, why you believe that you are a suitable candidate for the advertised position and how you meet each individual selection criteria.

**Statements of claim that do not address all of the selection criteria will not be taken into consideration.**

***The Statement of Claim is the centre piece of your application and should be presented in a concise and focussed manner.*** *In preparing your statement of claims, you* ***must*** *address each selection criteria and should highlight relevant experience and training; you may also include examples of work you have done and demonstrate how your contribution resulted in a positive outcome for your employer. Your statement of claims should be written in English.*

1. Provide contacts for two referees - Complete Attachment C

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 D

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.

**Your completed application package must be emailed by 5:00pm, 25 March 2016 (Kuala Lumpur time) to** [ahckl.admin@dfat.gov.au](mailto:ahckl.admin@dfat.gov.au)

**Late or incomplete applications 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 in Kuala Lumpur 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)** |
|  |  |  |

|  |
| --- |
| **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)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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**

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

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**ATTACHMENT B Statement addressing Selection Criteria**

**ATTACHEMENT C 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: | Relation to Applicant (employer/supervisor): | |
| Occupation (Position and company): | Phone: | |
| Email: |  |  |

**Referee 2**

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

**ATTACHMENT D 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.*