



## POLITICAL/ECONOMIC ASSISTANT

**CLOSING DATE EXTENDED TO DECEMBER 03, 2010**

The U.S. Consulate General in Melbourne is seeking an individual for the position of Political/Economic Assistant in the Executive section. The successful candidate will undertake research, analysis, and reporting on Australian domestic politics and economics from a wide variety of sources relevant to U.S. interests in Australia and the Asia-Pacific region.

Salary: A\$60,779p.a. + superannuation benefits  
Hours: 40hrs/week, Monday to Friday.

For further information and the selection criteria please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria and resume to the Management Office, US Consulate General, 553 St Kilda Road, Melbourne VIC 3004 by  
**C.O.B DECEMBER 03, 2010.**

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

***Note:** Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

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**POSITION TITLE: POLITICAL/ECONOMIC ASSISTANT**

**POSITION GRADE LE- 7  
(STARTING SALARY A\$60,779)**

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**DUTIES AND RESPONSIBILITIES**

**Basic Function of the Position**

The Political/Economic (Pol/Econ) Assistant carries out Pol/Econ-related analysis, reporting, contact work and logistical support for the Pol/Econ Officer and, as needed, the Consul General (CG). Undertakes research, analysis, and reporting on Australian domestic politics and economics from a wide variety of published and unpublished sources relevant to U.S. interests in Australia and the Asia-Pacific region, and provides corresponding advice to the CG and Pol/Econ Officer. Develops and maintains an extensive range of contacts to carry out these reporting and analytic tasks. Advises and assists in arranging relevant appointments, meetings, and travel for the CG and Pol/Econ Officer. Provides logistical and scheduling support for the visits of U.S. officials in the consular district (Victoria, Tasmania, South Australia, Northern Territory) as needed. This position requires the performance of a wide range of duties, with minimal supervision, and the exercise of good judgment and critical thinking. Must have excellent writing skills. The incumbent reports directly to the Pol/Econ Officer.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Jessica Paterson at (03) 9526 5972.

**Major Duties and Responsibilities**

(A) ECONOMIC AND POLITICAL RESEARCH, ANALYSIS, REPORTING AND ADVICE (55%)

Undertakes research, analysis and reporting on Australian domestic politics, economics, business, labor, and social developments, from a wide variety of published and unpublished sources, for relevance to U.S. interests in Australia and the Asia-Pacific region, as well as on global issues. Such information may include host Government policies and legislation, political party platforms and statements, and studies and reports furnished by nongovernmental organizations, unions, businesses, academics and the media. Forecasts developments, including ramifications for U.S. interests. Briefs the Pol/Econ Officer and CG on background information and current developments of importance in Australian political, economic, business, social, labor, and community matters, and advises regarding an appropriate USG response. Prepares written and oral reports providing accurate, up to date information, which is timely and of high substantive quality, and which reflects an appreciation of the nuances of the Australian political and economic environment. Provides biographic

information on key political, economic, academic, and community leaders. Furnishes information to contacts regarding U.S. foreign policy positions. Maintains research and reference material, and makes recommendations on the acquisition of resource material including books, periodicals, and on-line information. As relevant, supports U.S. Speaker programs, including advice on possible candidates for U.S. exchange and cultural programs.

(B) MAINTAINING CONTACTS (20%)

Develops, maintains and effectively utilizes an extensive range of high-level and mid-level contacts with government officials and decision-makers, political, economic, business, labor and other community leaders and their staffs at federal, state and local levels, across partisan lines, and with media organizations and academic institutions, to develop the optimal political and economic information network. Maintains and expands Pol/Econ contacts database.

(C) SCHEDULE AND MEETING COORDINATION (15%)

The Pol/Econ Assistant works with Pol/Econ Officer to plan for outreach and reporting trips in the consular district by the CG and Officer. Suggests and assists in scheduling meetings for the CG and Pol/Econ Officer with key interlocutors in support of the post's reporting priorities as outlined by the MPP. Organizes files and background materials in preparation for CG and Pol/Econ Officer's meetings and subsequent drafting and filing of reports on the same from notes and oral summaries.

(D) VISIT COORDINATION (10 %)

The incumbent is the primary schedule coordinator for USG official visits in the consular district, including from the Embassy, that are supported by the Pol/Econ Officer. Organizes schedules for working-level and high-level USG visitors. Provides support for these visits by drafting the schedules, setting up meetings, providing background materials, and liaising with the appropriate host country protocol offices, as well as the Consulate's Management section for logistical support. Acts as point of contact or control officer to brief working-level U.S. officials on the local political, economic, business, social, and academic scene, and accompanies visitors as needed to meetings.

## **SELECTION CRITERIA**

**All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.**

1. A university degree in Public or Business Administration, Political Science, International Relations, Law, Economics, Labor or Industrial Relations is required.

2. Three years experience in research and analysis, project management, and office administration, in government, public relations, politics, economic policy, or non government organizations is required.
3. Level 4 (Fluent) written and spoken English is required, with the ability to communicate and draft reports in a clear and concise manner. This will be tested.
4. Demonstrated good knowledge of Australia's political, economic, social, and educational structure, institutions, political parties, historical developments, and key personalities is required as well as experience in dealing with government officials, politicians, business and cultural leaders, or academics and a general understanding of U.S. political process, foreign policy, economy, society, and culture.
5. High degree of independence in organizing work schedule and managing assignments and projects is required. These projects may include complex research projects, precise and accurate factual and analytical reports.
6. A current driver's license that enables the individual to legally drive in Australia is required.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS WITH 12 MONTHS VALIDITY TO BE ELIGIBLE FOR CONSIDERATION.

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

## **TO APPLY**

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix below); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Management Office  
US Consulate General  
553 St Kilda Road  
Melbourne VIC 3004

### **THE DEADLINE FOR APPLICATIONS IS C.O.B DECEMBER 03, 2010**

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.



## APPENDIX

**If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.**

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References