



Economic & Science Advisor

The Embassy of the United States of America in Wellington is seeking a talented and motivated individual for the position of Economic and Science Advisor.

This is an exciting opportunity to work on matters that directly affect the expanding New Zealand/U.S relationship. It is a complex area of work and an ability to be flexible, meet deadlines, and provide advice at short notice is essential. Specifically, the incumbent will advise senior Embassy officials and help keep Washington decision makers abreast of economic and scientific issues in New Zealand. He or she will do so by: monitoring economic and scientific developments in the media, engaging local contacts, and preparing analytical reports for submission to Washington.

The incumbent will also be called upon to update briefing material and craft portfolio-related speeches as required. In addition, he or she will facilitate U.S. official visits to New Zealand by arranging meetings and logistical support as needed and provide background information for visiting officials. On occasion, the incumbent will plan, coordinate, and participate in, where appropriate, portfolio-related Mission events, including dinners, meetings, and receptions. He or she will be required to perform other related duties as directed, in support of the overall Mission.

To be successful, the incumbent will have the following:

- Two to four years progressively responsible experience in economics, social science, government affairs, or other closely related fields.
- Excellent written and oral communication skills, especially with writing reports and speeches.
- Ability to develop and maintain mid-level personal contacts in key institutions in the fields of science and economics.
- A thorough knowledge of New Zealand's political, economic, social structures, mass media, key figures, and institutions.
- A working knowledge of U.S. political, economic, social structures, mass media, key figures, and institutions.
- Ability to independently research, organize and analyze information.
- Good judgment in regards to the importance of different subjects, ability to set priorities and follow through.
- Ability to be flexible, as the scope of the position may require the incumbent to work irregular work hours

The starting salary for this position is \$66,631 per annum.

A copy of the full job description and person specification is available at <http://newzealand.usembassy.gov/>

All employees of the US Government are required to complete full medical and security background checks.

For further information or to apply for this position, please forward correspondence to:

HR Specialist
Embassy of the U.S.A.
P.O. Box 1190
WELLINGTON
Email: Wellington.HR@state.gov

Applications close at 9:00a.m. Tuesday September 7, 2010.