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| **Agency** | Department of Foreign Affairs and Trade |
| **Location** | Australian Consulate-General |
| **Position Number** | SN003 |
| **Position Title** | Interpreter, Government Relations and Research Manager |
| **Classification** | LE5 |
| **Section** | Policy |
| **Reports to (title)** | Deputy Consul-General (DHOP) |
| **Status** | Non-ongoing, Full-time |
| **Gross Annual Salary**  | RMB 138,836 |

## The Department of Foreign Affairs and Trade (DFAT) section of the Australian Consulate-General Shenyang is seeking applications for the locally engaged staff position of Interpreter, Government Relations and Research Manager.

## About the Australian Department of Foreign Affairs and Trade (DFAT)

The role of 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.

DFAT 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

## In consultation with HOP/DHOP/Consul, this position is the Consulate’s Interpreter and Translator; and manages relations with government, business, academic institutions and NGOs to ensure external support enabling the Consulate to prosecute its objectives across the Consulate district (Liaoning, Jilin, Heilongjiang provinces). The position provides high-level research on political, economic and social developments in Northeast China; as well as drafting a range of other documents in Chinese and English. Working as part of a small team, the position will be required to provide a range of back-up duties, including administrative duties.

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

* Contribute to strategic planning and decision making for the Consulate-General including assisting with the development and implementation of strategic research and communications priorities
* Interpret Chinese-English (and vice-versa) during official meetings and visits; and translate texts
* Establish, develop and maintain wide-ranging government, academic and business contacts in the consular district (Liaoning, Jilin and Heilongjiang) to achieve the Consulate’s objectives
* Develop and strengthen strategic relationships, negotiate and liaise across a broad range of stakeholders, contributing to effective Australian government and economic engagement
* Represent and promote the interests of Australia at a range of forums, events and meetings and provide advice on Australian participation, operational and policy issues
* Perform high-quality analytical research using media and other data sources to analyse developments and report findings relevant to Australia’s interests
* Prepare high quality written reports, briefing papers and correspondence in both Chinese and English
* Brief on economic, trade, investment, political and social events, in China, Australia and elsewhere, relating to Northeast China
* Plan and arrange official calls and provincial visits by the Consul-General, other A-based officers and Australian delegations in the consular district
* Provide assistance and support for post’s public diplomacy program as required.

Consulate-General Team Member

* Perform any back-up and other duties, including administrative assistance, as required.

## Qualifications/Experience

* High-level understanding of the political, economic and trade environment in China, specifically Northeast China. Understanding of Australia’s environment and interests would be an advantage
* Demonstrated high-level written and oral communication skills in English and Chinese, including to assist in liaison, negotiation and consultation; and to draft original and translate existing formal English and Chinese language documents
* Demonstrated interpreting experience
* Demonstrated analytical skills in drafting political-economic reports
* Demonstrated ability to exercise sound judgment and initiative; ability to identify critical issues and to respond quickly
* High-level ability to solve problems, be flexible and adapt to new tasks and situations, including willingness to assist with whatever complex or low-level task is required by the team
* Ability to prioritise and meet deadlines and to collaborate as part of a small team
* Good interpersonal skills, including the ability to engage a wide range of clients and to develop good working relationships.

*Desirable*

* Driving experience, including holding a valid driver’s license, an advantage

## Additional information

The position is initially for a period of 12 months and a probation period will apply. The successful applicant may be offered a further contract. The successful applicant is required to complete relevant pre-employment procedures before commencement.

Applications are invited from both Chinese and Australian nationals. Australian national employees receive a salary loading in lieu of local benefits they are not eligible to receive.

## How to Apply

Submit an application via email to ChinaRPC.HR@dfat.gov.au by 9:00am, Monday 1 February 2021. Applications received after the closing date and time may not be considered. The subject line of your email should include the Position Number and Position Title you are applying for.

Your application, written in English, should include:

* Completed ‘Application for Locally Engaged Staff Employment’. See **Attachment A**.
* Curriculum Vitae (maximum 2 pages)
* Your application pitch (maximum 750 words). See **Attachment B**.

Applications must be in either Microsoft Word or PDF format, with a maximum email size of 3MB.

For inquiries regarding this position, please contact the Human Resources section at ChinaRPC.HR@dfat.gov.au.

Please note that due to the large volume of applications received, we are unable to respond to each applicant. We endeavour to respond to applicants of interest within a period of four weeks from the application closing date. If you are not requested to attend an interview, please consider your application unsuccessful.

**APPLICATION FOR LOCALLY ENGAGED STAFF EMPLOYMENT**

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| **POSITION APPLIED FOR** |
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| Position number: |  |
|  |  |
| Position title: |  |
|  |  |
| How did you hear about this vacancy? |  |
|  |  |
| **PERSONAL INFORMATION** |
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| Title: |  |
|  |  |
| Surname: |  |
|  |  |
| Given name: |  |
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| Citizenship(s): |  |
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| Email: |  |
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| Phone number: |  |
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| Address: |  |
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| Are you eligible to work in China? | [ ]  Yes [ ]  No |
|  *To be eligible to work in China you should be a citizen, hold or be able to obtain an appropriate work visa.* *If you are a non-Chinese citizen, provide details on your ability to obtain/maintain an appropriate work visa.* |
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| Have you ever been employed by the Australian Government, either in Australia or overseas? | [ ]  Yes [ ]  No |
| *If yes, provide the details including whether you ever received a redundancy or other payment benefit.* |
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| **REFERENCES** |
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| Provide the details of two work-related referees we can contact. Both should be able to comment on your work performance in detail and been your supervisor or manager, not your peer or co-worker. One should be your current supervisor. |
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| **Referee 1** |
|  |
| Name: |  |
|  |  |
| Organisation: |  |
|  |  |
| Position title: |  |
|  |  |
| Relationship to applicant and length of relationship: |  |
|  |  |
| Email: |  |
|  |  |
| Phone number: |  |
|  |  |
| Can the Selection Committee contact this referee during the selection process? | [ ]  Yes [ ]  No |
|  |  |
| Is this referee fluent in English? | [ ]  Yes [ ]  No |
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| **Referee 2** |  |
|  |
| Name: |  |
|  |  |
| Organisation: |  |
|  |  |
| Position title: |  |
|  |  |
| Relationship to applicant and length of relationship: |  |
|  |  |
| Email: |  |
|  |  |
| Phone number: |  |
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| Can the Selection Committee contact this referee during the selection process? | [ ]  Yes [ ]  No |
|  |  |
| Is this referee fluent in English? | [ ]  Yes [ ]  No |
|  |  |
| **APPLICANT’S STATEMENT** |
|  |
| The above information, to the best of my knowledge, is true and correct. I consent to the mission collecting and using information, and to relevant employers/supervisors disclosing information, in relation to my work performance and conduct for the purpose of assessing my suitability to carry out the duties of the position I have applied for, and suitability for employment. I understand that misstatements or omissions in my disclosures may result in a failure to hire or immediate discharge if they are discovered. |
|  |
| Name: |  |
|  |  |
| Acknowledgement:  | Tick this box [ ]  if completing electronically, or sign here:  |
|  |  |
| Date: |  |

**your application pitch**

Your application pitch should be compelling and convincing. It is a chance to tell us why you are the right person for the job. We want to know why you are interested in the role, what you can offer us, and how your skills, knowledge, experience and qualifications are applicable to the role.

Tips for writing your pitch:

* Say what you did (actions) and the result (outcomes)
* Use practical and substantiated outcomes
* Show your resilience and adaptability
* Highlight your strengths and interests
* Make it appealing and interesting e.g. demonstrate how you ‘solved a difficult issue’
* Stick to the point – quality not quantity
* Use the word limit wisely
* Don’t repeat what’s already in your CV

*Type your pitch below -* ***maximum 750 words***

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