

## Political, Economic Research and Public Diplomacy Officer – Tel Aviv – January 2026

<b>AGENCY</b>	Department of Foreign Affairs and Trade
<b>POSITION NUMBER</b>	TA001
<b>POSITION TITLE</b>	Political and Economic Research Officer and Public Diplomacy Officer
<b>CLASSIFICATION</b>	LE4
<b>SECTION</b>	Policy Section
<b>REPORTS TO (TITLE)</b>	First Secretary (Political)

### About the Department of Foreign Affairs and Trade

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.

### About the position

Under general direction, the Research and Public Diplomacy Officer undertakes political, economic and trade research. The position provides advice and analyses on political, economic and social developments in Israel and manages, develops and expands key contacts. The position is also responsible for implementing the public diplomacy program and providing first level ICT support.

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

- Conduct research and analysis on political, economic and trade key developments in Israel of relevance to Australia's foreign and trade policy interests.
- Prepare a range of written correspondence and reports, including draft cables and briefings based on research and analysis.
- Provide advice to Australian officials on how significant regional and international political, security and economic developments will impact Israel.
- In consultation with Austrade officials, identify opportunities to advance economic diplomacy opportunities in Israel.
- Identify opportunities to promote a positive image of Australia in Israel.
- Plan, develop, manage and implement a coordinated public diplomacy strategy, including events, to increase public understanding of Australia's foreign affairs and trade policies including managing the delivery of multiple concurrent events, coordinating stakeholders, speakers and other logistical arrangements such as guest lists, catering, entertainment and technical support.
- Draft media releases and social media content and coordinate media monitoring and activities for the Embassy.

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- Draft programs and contribute to program development for ministerial and official visits, including making appointments with high-level officials and providing advice on meetings and events, and assisting with logistics coordination.
- Manage, maintain and strengthen relationships, negotiate and liaise across a broad range of stakeholders including universities and government institutions.
- Represent and promote the interests of Australians at a range of forums, events and meetings and provide advice on Australian participation, operational and policy issues.
- Contribute to overall Embassy operations and priorities as required.
- Provide first level IT support to staff, including the establishment of accounts for new staff, and assist with implementation of improvements to IT processes.
- Maintain ICT asset management records and undertake annual stocktakes.
- Coordinate ICT support for high-level visits, including the establishment of remote offices.
- Perform other duties and back up the Executive Assistant to the Ambassador as required.

### Qualifications/Experience

- Demonstrated understanding of Israel, including the economy, political institutions, society and culture, and of the bilateral relationship with Australia
- Excellent research and writing skills. Demonstrated ability to work independently to research and produce high-quality written reports within tight deadlines
- Excellent networking and communication skills including written and oral communication in English and Hebrew
- Strong organisation and time management skills, attention to detail and ability to multi-task and reprioritise in response to changing requirements
- Capacity to plan and set priorities, and work with limited supervision as a productive member of a small team
- Demonstrated ability to be creative, take initiative, recognise opportunities for improvement, and implement change
- High-level proficiency and experience with Microsoft Office programs, including Outlook, Word, and Excel and social media platforms including Facebook and Twitter.
- Experience providing high-level ICT support across a range of systems and an appreciation of undertaking work in a secure environment.
- Digital media literacy, familiarity with popular platforms, ability to develop and run social media campaigns and strategies.



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### Selection process

The Embassy will establish a Selection Advisory Committee (SAC) to consider applications for each advertised vacancy. The SAC is comprised of a Chair and two other members, all of whom are employees.

We aim to complete our recruitment activities around four weeks after the closing date of applications.

### Guidelines for Applicants

Your application should consist of:

- A one-page Curriculum Vitae outlining your current and previous employment, knowledge, experience and qualifications relevant to the advertised role; and
- A completed one-page pitch (see below).

Please note that applications which do not include these documents (or which exceed the page lengths) may not be considered by the SAC.

### One-page pitch

Your one-page pitch is a chance to tell the SAC why you are the right person for the job. The committee wants to know why you want to work at the Embassy, why you are interested in the role, what you can offer them, and how your skills, knowledge, experience and qualifications are applicable to the role. In a nutshell - why should we hire you?

Try not to duplicate information that can already be found in your Curriculum Vitae, but make sure