



LES Position Description

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	10005395
POSITION TITLE	Policy and Economic Research Officer
CLASSIFICATION	LE4
SECTION	Policy and Economic Section
REPORTS TO (TITLE)	Deputy Head of Mission
SALARY	USD 2,450 monthly
POSITION	Ongoing, Full Time

About The Department of Foreign Affairs and Trade (Amend for each agency)

The role of the Australian 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. The Australian Embassy in Buenos Aires gives effect to these objectives in Argentina, Paraguay and Uruguay.

About the position

Under direction, the Policy and Economic Research Officer supports the Australian Embassy in Buenos Aires to understand and promote Australia's interests in Argentina, Uruguay and Paraguay and to strengthen our bilateral relationships. The Policy and Economic Research Officer produces written reports, research and administrative support across a range of political, trade/economic, public diplomacy and international issues and policies.

As a research officer, the candidate will be expected to be proactive, flexible, deliver results and contribute to the Embassy's objective of advancing Australia's interests across the three countries of accreditation. This will require effective collaboration with other Australian Government representatives across Latin America and in Canberra.

Key responsibilities of the position include but are not limited to:

- Undertakes research and analysis of the domestic political, economic and trade (including mining), social and foreign policy settings of Argentina, Uruguay and Paraguay, including assessment of implications for Australian interests.
- Monitors and reports on economic policy developments and regional, hemispheric and global trade issues affecting Argentina, Uruguay and Paraguay, including Mercosur and the World Trade Organization, providing accurate and timely analysis of relevance to Australia.
- Collects, analyses and maintains economic data on Argentina, Uruguay and Paraguay (and Australia where relevant), with a focus on sectors of strategic interest to Australia.
- Developing and maintaining a strategic network of contacts across key areas of interest in Argentina, Paraguay and Uruguay
- Drafting written products, including correspondence, reports on key issues, talking points, briefings, speeches, media summaries and cables.

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- Liaising with stakeholders, including meeting with officials, commentators and business representatives.
 - Supporting the delivery of visit programs for Australian Ministers, senior officials and Australian Embassy officers
 - Participating in Australian Embassy events and communications activities
 - Acting as the back-up for the senior Political Research Officer as required
 - Performing other duties as directed.

Selection Criteria

The Policy and Research Officer must have:

- Undertaking, or have completed, a university degree in a relevant field.
- A sound understanding of Argentina's political, foreign policy, trade or economic environment; a similar level of understanding of Uruguay and/or Paraguay would be an advantage
- Advanced level in written and oral communication skills in English and Spanish
- Demonstrated capacity to take initiative, to give attention to detail, and organisational and time management skills, including to meet deadlines and prioritise tasks effectively
- Capacity to manage stakeholders
- Demonstrated ability to work well in a team environment.

Eligibility

To be eligible to work at the Australian Embassy in Buenos Aires, the successful applicant will:

- Require a clean police background check (i.e. Certificado de Antecedentes)
- If a non-Argentine national, have a valid work permit/visa

How to Apply

Your application must include the following two documents (in English):

1. A current two-page Curriculum Vitae in English, including at least two referees. (Note: The Selection Advisory Committee may contact referees at any stage of the recruitment process, including on application).
2. Applicants should include a statement addressing the specific items in the Selection Criteria, providing examples of previous experience which demonstrate how you have met each of these criteria (maximum page limit for addressing the Selection Criteria is two pages).

Email your submission to recruitment.buenosaires@dfat.gov.au with the subject in the following format: Applicant Name - Policy and Economic Research Officer. Applications close 10am 19 March 2026 (Buenos Aires time). Late applications will not be considered. In line with Embassy policy, individual feedback on applications is available only to interviewed applicants. Any queries should be directed to recruitment.buenosaires@dfat.gov.au