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| **Agency** | Department of Foreign Affairs and Trade |
| **Position number** |  |
| **Title** | Political Economic Team Intern  |
| **Classification** | Internship |
| **Post** | DFAT |
| **Reports to** | Policy & Research Officer |

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

The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. As articulated in Australia’s Foreign Policy White Paper, this involves building Australia’s prosperity, strengthening Australia’s security and that of our citizens, promoting the international rules-based order and increasing Australia’s influence and partnerships.

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. Current Embassy priorities include expanding trade and investment between Australia and Brazil (e.g. WTO, G20, agribusiness, mining, economic and regulatory reform); promoting the rules-based international order (e.g. multilateral, UN and related issues) and enhancing Australia’s influence through partnerships in Brazil (e.g. research, media, public diplomacy).

**About the Position**

The Political Economic Team Intern will assist the Embassy’s Political and Economic Section with a range of tasks as required, including research and analysis, monitoring and reporting, program management, public diplomacy and alumni activities. The position will also be one of the Embassy’s first points of contact for public enquiries.

**The key responsibilities for this position include, but are not limited to:**

* Undertaking research on issues relating to foreign policy, political developments, economic issues, human rights and other topics
* Supporting implementation of the Direct Aid Program
* Responding to public enquiries though the embassy email, telephone and social media.
* Assisting the political and economic team with administrative and policy tasks such as the daily news clippings, managing correspondence and translations, processing payments and organising meetings.
* Assisting with the organisation and running of public diplomacy and alumni events and visits.

**Qualifications/Experience**

* Knowledge of Brazilian politics, foreign policy or international development
* An ability to undertake research and analysis on a variety of topics
* Sound written and oral communication skills and an ability to translate between, and work in, English and Portuguese
* Sound interpersonal and teamwork skills
* An ability to prioritise and meet tight deadlines
* An ability to administer budgets and acquittal processes desirable