

Position Description –Dhaka – April 2018

Agency	Department of Foreign Affairs and Trade
Position number	20458
Title	Economic Research Officer
Classification	LE4
Division/Section	Economic, Humanitarian and Development Section
Reports to	Second Secretary (Development Cooperation)

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.

Australian development cooperation with Bangladesh is helping to lower poverty and support the next generation of Bangladeshis to participate in the economy, with a strong focus on the empowerment of women and girls. Australia also works regionally to reduce barriers to intra-regional trade and accelerate economic growth. Australia's aid investments are designed to align with Bangladesh's development priorities, maximise value for money by working with results-driven partners, and build on Australia's comparative advantage and experience.

About the role

Under general direction of the Second Secretary, the Economic Research Officer is responsible for supporting the implementation of post's economic diplomacy strategy and contributing to analysis and reporting on the economic context in Bangladesh including trade, foreign policy and aid interests. The position is responsible for understanding intra-regional connectivity, including DFAT's regional development investments. In addition, the position plays an important backup role to the senior program manager responsible for aid budget monitoring and reporting. The role involves liaison with internal and external stakeholders. Travel and non-standard work hours may be required.

Key responsibilities include, but are not limited to:

- Monitor media, think tanks, multilateral development bank updates and other sources and drafting reports about challenges and opportunities for the Bangladesh economy including trade, skills, labour market and ready-made garment sector reforms.
- Build and maintain positive relationships with internal and external stakeholders, including civil society partners, Government of Bangladesh counterparts and other development partners. This includes participating in and supporting senior management in meetings.
- Act as the Private Sector Development (PSD) focal at post, including maintaining liaison with business chambers that including the Australia Bangladesh Chamber of Commerce and Industry (ABCCI), as well as with the Australian Trade and Investment Commission.

- Engage with DFAT's regional development investments, monitor regional programs and issues.
- Act as back up and provide inputs to administered budget coordination, including program pipeline planning/budget forecasting, drafting budget and financial information, and inputs into divisional operations reporting.
- Undertake research and investigation work and participate in policy discussions including providing feedback on the economic context and implications for programming.
- Contribute to broader post priorities including briefing, speeches, talking points, visits, data collection, reporting, and note verbal's to ministries and post's public and economic diplomacy strategies.

Selection Criteria

Qualifications/Experience

- Postgraduate qualifications in economics, finance, or a related social science with a minimum of four years of professional experience (preferably in a development context);

Desirable

- Demonstrated ability to research, analyse, interpret and provide input to policy and program development and implementation;
- Proven interpersonal and skills including the ability to maintain effective networks and work as part of a multicultural team;
- Strong numerical skills, including MS Excel
- Excellent English and Bengali communication skills verbal and written.
- Demonstrated understanding of development, political and economic issues in Bangladesh and a capacity to apply this to the Australian Government's aid investment plan and wider organisational goals
- Knowledge of the Australian Government's aid policy and programs.