



AUSTRALIAN HIGH COMMISSION KUALA LUMPUR

Political & Economic Section Internship

Applications are invited for internship positions with the Political and Economic Section within the Australian High Commission, Kuala Lumpur. The positions are for a period of two to three months. Internships would be undertaken in the period of **January to December 2019**.

Internship Program

Under the supervision of the Political and Economic Section, successful candidates will be involved in supporting and advancing Australia's interests at the international level across a wide range of areas.

Interns will need to develop a sound understanding of Australian and Malaysian government policy, particularly as it relates to the area of assigned work. Areas covered by the internship program include domestic politics, trade & economics, counter terrorism, multilateral issues across fora such as ASEAN, East Asia Summit and the ASEAN Regional Forum, media and public diplomacy.

As part of developing and demonstrating this understanding during the program, interns will be required to undertake a range of research and administrative tasks and prepare a variety of written reports and oral briefs. Interns will be encouraged to design and complete a research project on a relevant topic of their own choosing over the course of the internship and may on occasion be required to represent the Australian High Commission at meetings and conferences. Interns will need to be adaptable and open to a regularly changing work focus.

Internship Training

The training provided over the course of the internship is primarily "on-the-job". Interns will be provided basic training in electronic filing and guidance on writing style for diplomatic correspondence. Interns will also learn first-hand how the Department of Foreign Affairs and Trade functions in an overseas environment and develop a useful understanding of diplomatic protocol.

Selection Criteria

Prospective interns are required to meet the following criteria:

- Completed (or nearing completion of) at least a Bachelor's degree
- High quality written and spoken English language communication skills
- Capacity to self-manage and work with limited supervision

- Analytical and research skills
- While not required, Bahasa Malaysia or Chinese language skills would be an advantage

Interested applicants are to submit:

- A CV;
- A supporting statement addressing the internship questionnaire (totalling no more than two pages); and
- Referee contact details.

Internship Questionnaire

1. What interests you about the internship and working at the Australian High Commission? What do you hope to achieve during the internship?
2. Briefly outline a recent achievement, project or task that demonstrates your analytical and research skills.
3. Briefly describe how you have used your written and oral communication skills to achieve an outcome in the workplace, or elsewhere. Use specific examples.
4. Our interns will be expected to work with a number of competing priorities. Please describe a high pressure/time sensitive situation and the skills you used to manage the situation.
5. It is essential that our interns work effectively within a team and demonstrate significant flexibility in their approach to the work. Describe some examples that demonstrate your team skills and flexibility.
6. Please list any countries outside Australia in which you have lived in the past 10 years.

Terms and Conditions

Prospective interns are asked to be available for between nine and twelve weeks, though some flexibility can be considered. Final dates can be settled with the Australian High Commission once an intern has been offered a position.

The successful candidate will be responsible for their own accommodation, travel and medical insurances. The successful candidate needs to obtain a local police clearance organised by the Australian High Commission.

The Australian High Commission internships are voluntary and self-funded. Successful applicants will be provided a small allowance of RM75 per working day to help cover daily transport costs and incidentals. Applicants must be aware that this payment is not a wage and would not be sufficient to cover major costs such as accommodation and food. Applicants should ensure they have sufficient financial resources to sustain themselves for the period of the internship before arriving in Malaysia. We can provide a guide to anticipated expenses and the cost of living in Kuala Lumpur upon request.

Conduct and Ethics

The Australian High Commission demands the highest standards of professional conduct from its employees. Ethical conduct by staff and interns contributes significantly to the efficiency and effectiveness of the workplace and to the standing of the Australian High Commission and its employees in Australia and internationally.

In agreeing to participate in the Internship Program and undertake duties as directed, interns are required to comply with the Department of Foreign Affairs and Trade's Locally Engaged Staff Code of Conduct, which takes account of the particular significance of the department's representational role outside of Australia.

Applications

Your completed application package must be emailed by **5:00pm, 31 August 2018** (Kuala Lumpur time) to ahcklrecruit@dfat.gov.au

For further enquiries please contact the Australian High Commission at ahcklrecruit@dfat.gov.au or +603 2146 5555.

No applications will be considered after this date. The Australian High Commission thanks all applicants for their interest. Only those selected for interview will be contacted further.

EQUAL EMPLOYMENT OPPORTUNITIES

The High Commission recruitment decisions are made on the basis of merit and we do not discriminate on the grounds of gender, age, race, ethnicity, sexual preference, religion or disability. Our employees enjoy equity and fairness in the workplace, opportunities for professional development, and support to balance their work and private lives.

VISA INFORMATION

To participate in the internship programme at the Australian High Commission in Kuala Lumpur, non-Malaysian nationals must hold an appropriate visa for the duration of the internship. The High Commission is not responsible for sponsoring interns' visa applications or facilitating the process of applying for a visa. Successful candidates are also responsible for their travel and accommodation arrangements.