



AUSTRALIAN HIGH COMMISSION KUALA LUMPUR

Political & Economic / Public Diplomacy Internship

Applications are invited for 2021 internship positions with the Political and Economic Section and Public Diplomacy team at the Australian High Commission, Kuala Lumpur.

The positions are typically for a period of two to three months. Internships would be undertaken in the period **January to December 2021**, pending COVID-19-related restrictions in place at the time. Applicants must be Australian or Malaysian citizens. Due to the pandemic and restrictions on international travel, only applicants currently residing in Malaysia will be considered.

Internship Program

Working with the Political and Economic Section and Public Diplomacy team, successful candidates will be involved in supporting and advancing Australia's interests in Malaysia in a range of areas. They will need to be adaptable and open to a regularly changing work focus.

Areas of work may include domestic politics, trade and economics, counter-terrorism, foreign policy, multilateral issues, public diplomacy, media monitoring and engagement. Interns will need to develop a sound understanding of Australian and Malaysian government policy, particularly in the assigned areas of work. A particular focus will be supporting the High Commission's public diplomacy agenda.

As part of the role, interns will be required to undertake a range of research and administrative tasks, prepare written reports and oral briefs, and assist with the preparation and running of flagship public diplomacy events. They may on occasion be required to represent the Australian High Commission at meetings and conferences. Interns will be encouraged to design and complete a research project on a relevant topic of their choosing over the course of the internship.

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. They 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)
- 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, or your ability to support a media or public diplomacy event.
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

Positions are typically for a period of two to three months, so prospective interns are expected to be available for between nine and thirteen weeks, although some flexibility can be applied depending on circumstances. Due to the pandemic and current international travel restrictions, only applicants currently residing in Malaysia will be considered. Final dates can be settled with the Australian High Commission once a position has been offered.

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

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.

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, 10 January 2021** (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 Australian High Commission recruitment decisions are made on the basis of merit and we do not discriminate on the grounds of gender, age, race, ethnicity, 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.