



AUSTRALIAN HIGH COMMISSION,  
NAIROBI

**RESEARCH ASSISTANT (FOREIGN, POLITICAL AND ECONOMIC RELATIONS)**

The Australian High Commission, Nairobi is seeking applications from suitably qualified individuals for the position of **RESEARCH ASSISTANT**.

**DUTIES**

As Research Assistant, the successful applicant will perform the following duties:

- Undertake liaison with contacts in countries of accreditation as required, including through meetings, telephone contacts, and formal procedures.
- Maintain contacts in countries of accreditation (Burundi, Eritrea, Ethiopia, Kenya, Rwanda, Tanzania, Uganda) and with the African Union in the field of foreign and trade policy.
- Arrange programs and appointments for Deputy Head of Mission (DHOM) in countries of accreditation, and assist with programs for Australian Government visitors.
- Monitor the media in Kenya and neighbouring countries.
- Prepare reports on economic and political issues in countries of accreditation.
- Engage in public diplomacy activities including organising official events, preparing newsletters and media releases, and maintaining the High Commission's website.
- Undertake liaison with United Nations Environment Programme.

Written applications (maximum four pages) should address the following **selection criteria**:

- High level liaison and coordination skills.
- Strong organisational skills.
- High level verbal and written communication skills.
- High level IT skills, including familiarity with contacts databases.
- Demonstrated initiative, and the capacity to work under pressure.
- Interest in, and familiarity with, Kenyan and regional political and economic issues.
- Experience in research work, particularly in the political and economic fields.
- A university degree in a relevant field.

**SALARY**

Starting monthly salary will be in the range of Kes. 99,910 - 138,043 depending on qualifications and experience. This is a two-year contract position with an option to extend.

Applications can be sent via email to [australian.hc.kenya@dfat.gov.au](mailto:australian.hc.kenya@dfat.gov.au) with subject heading '**Recruitment (Political/Economic Research Assistant)**'.

OR posted or delivered to:

**Recruitment (Political/Economic Research Assistant)**  
**Australian High Commission, Riverside Drive (400m off Chiromo Road),**  
**PO Box 39341-00623**  
**Nairobi**

**Applications close Friday, 31 July 2009.**

Only shortlisted applicants will be contacted.