



Australian Government

Department of Foreign Affairs and Trade

Senior Policy and Research Officer

Australian Embassy Majuro

Applicant Information Package

Closing Date for Applications:

29 October 2026 at 5pm

Australian Embassy Overview

The **Australian Embassy in Majuro** is responsible for advancing Australia's relationship with the **Republic of the Marshall Islands (RMI)**. The Embassy's objectives are to maintain a strong and enduring bilateral relationship with RMI, including through an effective and responsive development program, and to promote Australia's foreign policy, strategic and economic interests. The Embassy also provides consular and passport services to Australians in RMI.

Diversity and Inclusion

The Australian Embassy is committed to fostering a diverse, inclusive and respectful workplace. Recruitment decisions are based on merit, and we do not discriminate on the basis of gender, age, race, ethnicity, religion, disability, sexual orientation, gender identity or other protected attributes.

We are committed to providing equal employment opportunities and promoting access, equity and inclusion for all employees. We encourage applications from suitably qualified candidates, including:

- Women;
- People from culturally and linguistically diverse backgrounds; and
- People with disability.

The Australian Embassy aims to provide a workplace that is inclusive, supportive and welcoming. We are committed to making reasonable adjustments for applicants and employees with disability to support their full participation in the recruitment process and workplace.

If you require assistance or reasonable adjustments to participate in the application or interview process, please contact the Embassy at:

Phone: +692 457-2285

Email: Majuro.Embassy@dfat.gov.au

Employment opportunities will not be denied to any person because reasonable adjustments are required to accommodate a disability.

Position Details: Senior Policy and Research Officer

The Australian Embassy in Majuro is seeking applications from suitably qualified persons for the full-time position of **Senior Policy and Research Officer**.

This position plays a key role in supporting Australia's diplomatic, foreign policy, development and strategic interests in the Republic of the Marshall Islands (RMI). Working closely with the Ambassador and Embassy team, the successful applicant will undertake research and analysis of political, diplomatic, economic and social developments in RMI, provide strategic advice and reporting, and contribute to advancing Australia's bilateral relationship with RMI.

The position is responsible for political and parliamentary reporting, media monitoring and analysis, stakeholder engagement, translation services, briefing preparation, public diplomacy support and coordination of high-level visits and events. The role requires excellent research, analytical and communication skills, sound judgement, strong interpersonal abilities, and the capacity to work effectively in a small, dynamic team environment.

Full-Time Contract

This is a **full-time two-year** contract which includes a three-month probation period. The contract may be extended on the basis of operational requirements and performance.

Salary

The salary range offered to the successful applicant will be **USD\$38,004 per annum**.

Eligibility / Other Requirements

- Right to work in RMI or eligibility to hold a relevant RMI work permit. The Embassy will not cover any costs associated with a work permit or relocation.
- A valid driver's license with a good driving record.
- The successful applicant will be required to obtain satisfactory police and medical clearances prior to commencement of employment.
- Ability to undertake domestic travel within RMI on occasion.

Application Process

Interested applicants must submit a current resume/CV, a written statement addressing the selection criteria outlined in Attachment A, and completed Attachments B and C.

Selection Criteria

Please note that all selection criteria must be addressed in the written application for an applicant to be considered for interview. Incomplete applications will not be accepted.

- Knowledge of Marshallese culture, politics and history, including regional and international relationships, and an understanding of Australia's foreign policy priorities.
- Strong written and oral communication skills in English and Marshallese, including translation skills.
- Strong analytical, research and writing skills, with the ability to analyse and communicate complex information clearly and strategically.

- Strong stakeholder engagement and networking capabilities.
- The ability to manage competing priorities, maintain confidentiality and work effectively both independently and as part of a team.
- Attention to detail, sound organisational skills and flexibility in a changing work environment.

Please email the required documents to:

Majuro.embassy@dfat.gov.au

Applications close on **29 October 2026 at 5pm (Majuro time)**.

No late applications will be considered.

Duty Statement

Senior Policy and Research Officer (LES 5)

About the Role

The Senior Policy and Research Officer supports the Australian Embassy's diplomatic, foreign policy and development objectives in the Republic of the Marshall Islands (RMI). The position provides high-quality analysis, reporting and advice on political, economic, diplomatic and social developments, supports engagement with key stakeholders, and contributes to the Embassy's public diplomacy activities.

Key Responsibilities

Policy Analysis and Reporting

- Monitor and analyse political, diplomatic, economic, social and development issues in RMI.
- Prepare reports, briefs, correspondence and talking points for the Ambassador and Embassy staff.
- Identify emerging issues and provide strategic advice on implications for Australia's interests.

Stakeholder Engagement

- Develop and maintain productive relationships with Government officials, civil society organisations, development partners and other key stakeholders.
- Represent the Embassy at meetings, workshops and events as required.
- Facilitate engagement between Embassy staff and local stakeholders.

Research and Information Management

- Conduct research on issues relevant to Australia's bilateral relationship with RMI.
- Monitor local media and provide analysis and translation of relevant information.
- Maintain awareness of developments affecting Australia's foreign policy and development objectives.

Public Diplomacy

- Support implementation of the Embassy's public diplomacy and communications activities.
- Assist with social media content, public outreach activities and event coordination.
- Contribute to promoting Australia's partnership with the Republic of the Marshall Islands.

Visits and Events

- Assist in the planning and delivery of high-level visits, meetings and official events.
- Coordinate logistics, stakeholder engagement and briefing materials as required.

Corporate Responsibilities

- Comply with Embassy policies and procedures.
- Contribute to a positive, professional and inclusive workplace culture.
- Undertake other duties consistent with the classification level as directed.

Attachment A

Selection Criteria

Please provide written responses to all six Selection Criteria below based on your qualifications or previous work experience. All criteria have equal weighting. For each of the selection criteria, you should provide an example of a time when you were able to display the “selection criteria”.

- 1. Knowledge and Analysis** Demonstrated knowledge of Marshallese culture, politics and history, including its regional and international relationships, and an ability to analyse political and parliamentary developments and communicate their significance and implications for Australia’s interests clearly and effectively.
- 2. Research and Communication Skills** Highly developed research, analytical, drafting and communication skills, including the ability to prepare concise, accurate and influential written reports and briefings.
- 3. Stakeholder Engagement** Demonstrated ability to establish and maintain productive working relationships with government representatives, community organisations, development partners and other stakeholders.
- 4. Language Skills** Excellent written and spoken English and Marshallese language skills, including the ability to translate and interpret information accurately.
- 5. Organisational Skills** Demonstrated ability to manage competing priorities, meet deadlines and work effectively with limited supervision.
- 6. Teamwork and Professionalism** Strong interpersonal skills, sound judgement, discretion and the ability to work collaboratively in a small team environment.

Attachment B**Employment & Qualification Background****1. Personal Particulars**

	Surname	Given Name(s)
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Personal Details

Date of Birth:

Place of Birth:

ID Card number *and/or* Passport Number:

Nationality. Present:

At Birth:

Address, telephone contact details, email address;

2. Current Employment

Month/Year Commenced	Employer	Position

3. Previous Positions Held (including movement within an organisation)

Month/Year Commenced	Month/Year Finished	Employer	Position	Level

4. Academic Qualifications

Year Received	Qualification	Institution

5. Languages

	Proficiency Level

6. Other e.g. Awards, Academic Appointments, Publications, Professional Associations, etc

Attachment C

Referee contacts

Please provide the names and details of two referees whom the Embassy can contact if you are short listed for the interview.

Referee 1

Full name of Referee:	Relation to Applicant (employer/supervisor):
Occupation (Position and company):	Phone:
Email:	

Referee 2

Full name of Referee:	Relation to Applicant (employer/supervisor):
Occupation (Position and company):	Phone:
Email:	