



## Research Assistant

China Matters is a public policy initiative that seeks to stimulate a realistic and nuanced discussion of China among Australian business, government and the security establishment, and advance sound policy. See our website: [chinamatters.org.au](http://chinamatters.org.au)

China Matters is looking to hire a fulltime research assistant in Sydney to provide research and administrative support for China Matters projects with a start date of **1 September 2016**.

The successful applicant will be offered a one-year contract, inclusive of a three-month probationary period. The role would suit a postgraduate student.

Duties include:

- Research and preparation of materials for China Matters' projects and events.
- Administrative and logistical support, including database management and expense input using Xero accounting software.
- Assistance with events
- Social media and updating the website.

Key Selection Criteria:

- Knowledge of, and engagement with, Australia-China relations relating to international policy and/or business. Work experience in these areas strongly preferred.
- Tertiary studies in international relations, security, international business, public policy or similar required.
- Strong research and critical thinking skills.
- Good attention to detail and time management skills.
- Excellent written and oral communication abilities in English.
- A self-starter with the ability to work independently and as part of a team.
- Must have the right to work in Australia.

Desirable:

- Chinese language skills.
- Administration and event management experience.
- Postgraduate qualifications in relevant field.

How to apply:

- Please submit a one page cover letter addressing the selection criteria and a resume of no more than two pages to [william.read@chinamatters.org.au](mailto:william.read@chinamatters.org.au)
- Please provide the contact details of two individuals willing to provide a recommendation.

**Applications close 15 August 2016 at 5pm AEST.**

Due to the high number of applications we receive, we are only able to respond to those who have been short-listed for an interview. Applicants that are only able to work part-time are encouraged to apply for an internship with China Matters.

China Matters Ltd is registered under the Australian Charities and Not-for-profits Commission (ACNC).