



China Matters is recruiting a Deputy Director

China Matters is an independent Australian public policy initiative, recognised at the highest levels of policy-making as a one-of-a-kind undertaking, distinctive for its independence from government, business and academia, and focused exclusively on China's rise and how it matters to Australia. Please see our website: <http://chinamatters.org.au/>

Led by Linda Jakobson, an internationally recognised China specialist, China Matters aims to improve Australia's China policy and develop a more realistic policy approach toward China. We encourage business to participate in policy discussions about tough issues.

We are recruiting a **full-time Sydney-based Deputy Director**. The successful candidate will ideally be keenly interested in improving Australia-China relations; have a minimum of ten years experience with China either in business or government, preferably on policy-related issues; and managed a business entity or possess project management experience. The Deputy Director is expected to:

- Contribute intellectually to defining our strategy and research focuses
- Shape the agenda of and be responsible for organising China Matters National Meetings and China Policy Dinners
- Liaise with senior stakeholders across government and the private sector
- Participate in fund-raising efforts among corporates
- Supervise the day-to-day work of a small team (researchers and project coordinators)
- Oversee the financial activities of China Matters

Commencement date: Latest 1 November 2017

Term of employment: 3 years, inclusive of a three-month trial period

Essential attributes:

- A degree in China/Asian studies, international business, public policy, international relations, security, or a similar area.
- Prior engagement with Australia-China relations.
- Good Mandarin reading and speaking skills.
- Excellent written and oral communication skills in English.
- Strong organisational skills and attention to detail.
- Experience managing people.
- Full working rights in Australia.

Desirable:

- Post-graduate degree.
- Experience working with international policy-related issues.
- Experience liaising with senior public servants and business executives.
- Published articles.

We offer the opportunity to make a difference on one of the most challenging aspects of Australia's future, a highly motivating working environment, and a competitive remuneration package.

To apply: Please send your resume, contact details of two referees, and a cover letter of no more than 700 words addressing the selection criteria above to recruitment@chinamatters.org.au. Applications that fail to address the selection criteria will not be considered. Only candidates short-listed for interview will be contacted. Please submit your application on or before **22 August 2017**.