



Junior Fellowship Program Opportunity

China Matters is an Australian public policy initiative founded by Linda Jakobson, an internationally recognised China specialist. We aim to advance sound policy, based on a realistic and nuanced discussion of China among the Australian business community, government and the security establishment. Please see our website: chinamatters.org.au

China Matters is seeking candidates for a part time Junior Fellowship role. This is an opportunity to gain first-hand experience in a small, dynamic team that focuses on challenging and emerging issues in Australia-China relations. Duties will include:

- Conducting research to support China Matters projects
- Undertake self-directed research project
- Assisting with events
- Assisting with the Young Professionals program, including event preparation, website maintenance, external liaison and logistical support
- Updating the website and social media accounts
- Undertaking administrative tasks
- Other tasks as required

The Junior Fellowship is remunerated at a clerical award rate and will run for 40 days (2 days per week over a period of around four months). Expected commencement date: **January 2020**.

Key Selection Criteria:

- Tertiary studies in Economics required, as well as Chinese/Asian studies, public policy, international business, international relations, security, or similar
- Demonstrated interest in Australia-China relations relating to international policy and/or business
- Research skills
- Excellent written and oral communication abilities in English
- Strong attention to detail and time management skills
- A self-starter with the ability to work independently with minimal supervision and as part of a team
- Applicant must be based in Sydney for the duration of the placement. China Matters cannot assist with visa procurement

Desirable:

- Chinese-language reading skills
- Advanced social media experience, including general web page design skills
- Event management and administrative experience

To apply: Please submit a one page cover letter addressing the selection criteria and a resume of no more than two pages to chinamatters@chinamatters.org.au. Only candidates short-listed for an interview will be contacted.

Applications close Sunday **8 December 2019**.

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