



Australian Government

Office of National Assessments

Candidate Information Kit

As a potential ONA candidate you are encouraged to review the Candidate Requirements, Should I Apply and Career FAQ's sections of the [ONA Careers website](#). These sections provide advice on preparing your job application and detail what to expect from the ONA selection process. You should read this information before submitting your application.

Title:	Open Source Analysts – East Timor and Pacific
Classification:	APS 4 to 6 several positions
Salary:	\$60,115-\$84,981
Location:	Canberra
Contact Officer:	Rufino Gonsalves (02) 6144-0851
Closing Date:	16 February 2012

Open Source Analysts – East Timor and Pacific
Open Source Centre
APS Level 4 to 6
Several positions

\$60,115 to \$84,981

The Open Source Centre is responsible for the systematic collection, analysis and research of publicly available information and the production of open source intelligence reports in support of ONA and other Australian and allied government agencies.

ONA is seeking highly motivated and skilled people to undertake projects relating to the collection, research and analysis of open source information relating to East Timor or the Pacific Island countries. Successful applicants will have demonstrated research and analytical skills on strategic, political or economic issues relating to Australia's regional interests. Proficiency in Tetum, Portuguese, or Pacific languages (Tok Pisin, Solomon Islands Pijin or Bislama) is desirable but not essential.

Role Responsibilities

- Under limited guidance, undertake projects relating to the research, collection and analysis of print and electronic open sources on a wide range of political, economic and social issues relating to East Timor or the Pacific.
- Develop and maintain productive networks within ONA and with other government agencies.
- Represent ONA at meetings as required.

How to Apply

To apply for this position, please submit:

1. A written response of **no more than two pages** which explains why you are interested in the position and why you would perform well in the role. The selection criteria listed below may be used as a guide in drawing on your knowledge, skills and experience to frame your response.
2. a curriculum vitae or resume which details your relevant recent experience, qualifications and achievements; and
3. a completed Application Summary form – please specify the level you are applying for.

SELECTION CRITERIA

The selection criteria are based on the five APS Integrated Leadership Capabilities and contain points to assist applicants to address the areas of focus. When addressing the criteria ensure responses relate to the duty statement.

Supports Strategic Direction

- Proven ability to research and understand the strategic, political, economic or social issues pertaining to East Timor or the Pacific Islands
- Proficiency in Tetum, Portugese, Tok Pisin, Solomon Islands Pijin or Bislama languages would be desirable.

Achieves results

- Good coordination and organisational skills and the ability to ensure tasks and projects are successfully completed.

Communicates with influence

- Demonstrated ability to communicate effectively, both verbally and in writing, in an accurate, unambiguous and timely manner.

Supports productive working relationships

- Proven ability to work collaboratively and cooperatively as part of a team.
- Demonstrated ability to build and sustain strong relationships, both internal and external.

Displays personal drive and integrity

- Demonstrated initiative and personal drive to progress work and engage in additional tasks as required.
- Understanding of the APS Values and Code of Conduct and ability to behave in an honest, ethical and professional manner.

Note: Employees of ONA are required to attain and maintain a high level security clearance and **applicants must be Australian citizens**. ONA positions are located in Canberra and engagement may be on an ongoing or non-ongoing basis. Actual salary levels will be determined on the basis of abilities, skills and experience.