

# Development Intelligence Lab.

## Position Description

Analyst / Project Officer

# Position Description | **Analyst / Project Officer**

## **One** | The Essentials.

---

Employment status:	Maximum Term Employment Contract for 1 year subject to renewal
Part time/full time:	Full time and part time options available
Salary level:	\$75,000 – \$95,000 for 1.0 FTE plus superannuation
Benefits:	Statutory leave plus 5 days additional annual leave days per year, Christmas shutdown period, flexible work, wellbeing and other allowances
Location:	Canberra / remote
Expected start:	As soon as possible
Our vibe in 5 words:	Integrity   Clarity   Ambition   Insight   Collaboration

## **Two** | About Development Intelligence Lab.

---

The Lab is a think tank working on development cooperation in the Indo-Pacific.

Our vision is an Indo-Pacific where modern development cooperation is informed by inspired leadership, innovative ideas and robust debate. Our mission is to inject modern development insights into Indo-Pacific leadership and strategy.

We curate, sense-make and elevate Indo-Pacific insights and deliver them to those who need them. Ultimately, we want to be the premier link between Indo-Pacific peace, development and security insights, and those in the tough business of making decisions that affect lives.

We offer a family friendly workplace, flexible work arrangements, additional benefits and support for you to realise your professional development and career ambitions.

## **Three** | Position Overview.

---

The Analyst / Project Officer supports the production of high-quality analysis and design, with a primary focus on support for the Lab's support for economic transformation with partners working in Libya and other fragile state contexts. The role involves research, data analysis, client engagement, and contribution to the Lab's broader analytical and communications work. The Analyst / Project Officer will report to the Director of Analysis and work closely with the wider Lab team and project consultants.

## Four | Position Responsibilities.

---

### Analysis and research

- Research economic conditions, policy environments, and development dynamics in fragile and conflict-affected states, with a current focus on Libya.
- Build and test AI-assisted workflows that combine multiple data sources to help decision-makers work quickly under uncertainty.
- Advise on development program approaches that bring together multiple sectors, stakeholders, and funding partners.

### Project and client support

- Support project delivery including scheduling, coordination, document management, and progress tracking.
- Engage directly with clients including counterparts in Libya country office, with availability for time zone overlap with North Africa (Libya is UTC+2).
- Contribute to preparation of client-facing materials, workshops, presentations, and meeting notes.

### Communications and engagement

- Write for the Lab's public analytical products, including the Intel blog.
- Represent the Lab at meetings and events as needed.

### Sustainability and learning

- Contribute to internal knowledge sharing, reflective learning, and process improvement.
- Support selected business development activities as directed.

## Five | Recipe for success.

---

At the Lab, we understand that high performance comes in all shapes and sizes. The essential criteria that we are looking for in an Analyst / Project Officer include:

- A relevant undergraduate or postgraduate degree, in economics, development studies, international relations, political science, or a related field.
- 2–5 years of experience in research, analysis, or policy work, in a think tank, government, consultancy, international organisation, or similar setting.
- Demonstrated ability to work effectively in a team, manage competing priorities, and deliver to deadlines for clients.
- Strong written communication skills, including the ability to translate complex analysis into clear, accessible products.
- Understanding of development challenges in fragile or conflict-affected states, including political economy dynamics.

Desirable qualities that we are looking for in a candidate include:

- Knowledge of economic policy, development economics, or economic transformation in fragile contexts.

- Familiarity with UN agencies, multilateral development organisations, or large development programmes.
- Experience using AI tools for research, analysis, or content production, or a clear interest in developing these skills.
- Experience with data analysis tools.
- Knowledge of or experience in the Middle East and North Africa region, including Libya or comparable fragile state contexts.
- Arabic language skills (written or spoken).

## Six | What we offer.

---

At the Lab, you'll work on live policy challenges that matter — combining rigorous analysis with practical engagement to help shape debates and decisions across Australia's development and foreign policy landscape. We bring together innovative methods, strong networks and a collaborative, people-first culture that values curiosity, learning and shared leadership. Alongside meaningful and intellectually engaging work, we offer flexible working arrangements and additional leave and wellbeing support to help people do their best work sustainably.

## Seven | How to apply.

---

Email your CV with two recent and available referees to the Lab's Operations Officer, Eric Rametta: [recruitment@devintelligencelab.com](mailto:recruitment@devintelligencelab.com) by 21 June 2026. Applications will be reviewed and interviews conducted on a rolling basis.

## Eight | Diversity and Inclusion.

---

Development Intelligence Lab is proud to be an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws.

The Lab strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, religion, colour, national origin, ancestry, disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, pregnancy, age, sexual orientation, military or veteran status, citizenship or any other protected classification under applicable federal, state, or local laws.

In addition, the Lab complies with the relevant country laws governing employment non-discrimination in all our organisation. If you need any assistance from us in the application process – including accessibility during the interview stage, let us know via the email below.

## Nine | Questions.

---

Have any questions? Drop us a line at [recruitment@devintelligencelab.com](mailto:recruitment@devintelligencelab.com).