



Australian High Commission

Fiji

LE3 Passports and Consular Officer/Receptionist

Salary Range: \$37,563.24 - \$43,944.84 per annum

The Australian High Commission is seeking a highly skilled and motivated **Passports and Consular Officer/Receptionist** to join our dynamic team. This is an exciting opportunity for an organised and customer-focused professional to deliver passport and consular services to Australian citizens in Fiji while serving as the first point of contact for visitors and enquiries to the High Commission.

We are looking for a team player with:

- Strong administrative and organisational skills, including ability to exercise good judgement and work autonomously
- Highly developed written and oral communication skills and excellent interpersonal skills, including the ability to provide advice to internal and external stakeholders
- Sound information and communication technology skills and proficiency in the Microsoft Office suite of applications
- Proven ability to work in an adaptable and responsive manner in a dynamic work environment
- Demonstrated experience and/or knowledge of passports or consular operations is desirable
- Holds an unrestricted and valid drivers license

We are seeking a versatile team member who can effectively balance passport processing responsibilities, consular support functions and reception duties. If you are proactive, detail-oriented and committed to delivering excellent client service, we encourage you to apply.

How to apply

To apply, please complete the online application form available on the Australian High Commission Suva website at www.fiji.embassy.gov.au by **4:30pm on Monday, 6 July 2026**. For more information about these vacancy, please contact us at ahcsuvavacancy@dfat.gov.au.

Late applications will not be considered.

Please Note: Candidates must be eligible to work in Fiji by virtue of citizenship or relevant work permit.