



Australian High Commission

Fiji

Join Our Team - Protocol and Corporate Support Officer

We have an exciting opportunity for you to become part of our team as a **Protocol and Corporate Support Officer** at the Australian High Commission.

What You'll Do

- **Protocol Services:** Manage diplomatic privileges, visas, and official correspondence, including notes verbale and third-party notes.
- **Arrival & Departure Coordination:** Facilitate smooth transitions for Australian diplomats and officials.
- **Stakeholder Engagement:** Build strong relationships with Fiji Government Ministries, diplomatic missions, and international organisations.
- **Corporate Support:** Assist the Counsellor (Management) and Consul-General with corporate priorities, risk management, and work plans.
- **Policy & Compliance:** Ensure adherence to DFAT procedures and Fiji's diplomatic protocols.

What We're Looking For

- **Experience:** Background in protocol, government, or corporate support (knowledge of Fiji's protocol is desirable).
- **Communication Skills:** Strong written and verbal English skills, including ability to maintain confidentiality and exercise discretion.
- **Problem-Solving:** Ability to work independently, exercise sound judgment, and resolve complex issues.
- **ICT Skills:** Advanced skills in Microsoft Office (including Visio) for reporting and documentation.
- **Adaptability:** Capacity to manage competing priorities in a fast-paced diplomatic environment.

How to Apply

- Visit www.fiji.embassy.gov.au to access the application form and candidate pack, including the position description.
- Submit your application, including a one-page pitch (enter this into the application form) and a two-page resume, by **4:00pm on Monday, 8 September 2025** to ahcsuvavacancy@dfat.gov.au.

For further enquiries, please call 338 2211.

Important: Late applications and applications that do not include the one-page pitch will not be considered. Candidates must be eligible to work in Fiji by virtue of citizenship or relevant work permit.