



Australian High Commission

Fiji

Join Our Team – Executive Officer

The Australian High Commission in Suva is seeking a dedicated and experienced professional to join our team as Executive Officer to the High Commissioner and Deputy High Commissioner. Working in a dynamic and rapidly evolving environment, the Executive Officer provides high-level executive support and is responsible for the smooth operation of the High Commissioner and Deputy High Commissioner offices. This critical role requires excellent judgement, discretion and the ability to manage competing priorities with limited supervision.

What You'll Do

- **Office and Team Management:** Oversee the High Commissioner's and Deputy's offices, managing staff and ensuring efficient operations.
- **Engagement and Event Coordination:** Coordinate schedules, events and priorities, aligning them with policy goals and assessing competing demands.
- **Action Tracking and Communication Support:** Monitor and manage action items, draft responses and ensure timely follow-ups.
- **Strategic Coordination and Reporting:** Prepare and edit briefing materials, speeches, and reports, while anticipating needs for visits, meetings, and mission-wide tasks.
- **Stakeholder Engagement and Logistics:** Maintain key partnerships, handle travel and financial arrangements, and support official functions for diplomatic engagements.

What We're Looking For

- **Strong organisational skills:** Ability to prioritise, multitask, and maintain accuracy under pressure.
- **Excellent communication skills:** Adept at engaging high-level officials, government representatives and partners.
- **Sound judgement and adaptability:** Ability to work effectively in a fast-paced and dynamic environment.
- **Team collaboration and autonomy:** Can work independently while contributing to a small team.

Eligibility Requirements

You must:

- have, or be able to obtain, an Australian Government security clearance (Negative Vetting Level 1)
- be a citizen of Australia, Canada, New Zealand, the United States of America or the United Kingdom
- hold a relevant work permit to work at a diplomatic mission in Fiji.

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 resume, by **4.00pm on 19 May 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.