



Australian High Commission Fiji

Support Officer (Border Security Assistance Package), LE3

The Australian High Commission is seeking a suitably qualified and experienced person for the above position. The successful applicant will have experience in providing logistical and administrative support to management in a similar organisation along with possessing strong organisational skills with an ability to understand and process financial data.

The position works to an Executive Officer providing support in the delivery of the Border Security Assistance Package (BSAP) for the Department of Home Affairs. Key responsibilities of the position include:

- Provide administrative and logistical support to an Executive Officer and the Department in the delivery of the BSAP.
- Coordinate travel arrangements for Department of Home Affairs and Australian Border Force staff travelling on secondments or short term missions in connection with the BSAP. This includes travel bookings, accommodation arrangements, and logistics.
- With direction, provide support in monitoring and reporting progress against BSAP initiatives.
- Organise visits, meetings and events for high-level visitors from Australia, including assistance in the organisation and delivery of key meetings.
- Organise the logistical arrangements for training activities for external stakeholders and supporting the Executive Officer and other staff to prepare presentations and agendas.
- Manage and coordinate the reconciliation and acquittal of expenses.
- Prepare routine correspondence, undertake research and manage a contacts database.
- Liaise with key stakeholders for logistical and administrative arrangements.
- Ensure the efficient operation of the Department of Home Affairs records management systems for the BSAP, filing and archiving of documentation.
- Other administrative and support functions as required within Immigration office in Suva.

The Application Form and The Candidate Pack including the Position Description are available at www.fiji.embassy.gov.au. Applications including addressing the above criteria's with examples in the **One Page Pitch** (enter this into the Application Form) must be submitted by **4:00pm** on **Monday 22 July 2019**, to ahcsuvavacancy@dfat.gov.au

For further enquiries please call 3382211.

Late applications and those that do not include the One Page Pitch will not be considered.

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