



Australian High Commission Fiji

Various Visa Processing Positions

The Australian High Commission is seeking suitable applicants to fill the following positions in the Department of Home Affairs.

Visa Processing Officer, LE3 (up to 12 months' contract; several expected positions)

Under direction, and within established procedures, legislation and policies, a Visa Processing Officer undertakes a range of duties including assessment and processing of straightforward visa applications, as well as procedural, clerical and administrative tasks.

The suitable candidate must have sound experience and knowledge in assessing applications and in applying legislation and policy, and will have tertiary qualifications. The person must have experience working in a high volume, highly focused client service environment, and be able to manage competing priorities.

The successful candidate will possess very good oral and written English skills; good analytical skills; experience in the use of computing systems; and ability to work in a team environment. The person will also be expected to have a high level of integrity and ability to achieve results and meet deadlines.

Senior Visa Processing Officers, LE4 (up to 12 months' contract; several expected positions)

The Senior Visa Processing Officer is responsible for undertaking visa application assessments of varying degrees of complexity and reviewing the work of less experienced staff.

The suitable candidate must have extensive and in-depth knowledge and experience in assessing moderately complex applications and in applying legislation and policy, and will have tertiary qualifications. The person must have significant experience working in a high volume, highly focused client service environment, and be adept at managing competing priorities.

The successful candidate will possess excellent oral and written English skills; well-developed analytical skills; experience in the use of computing systems; and ability to lead a team and work in a team environment. The candidate will also be expected to have a high level of integrity and ability to achieve results and meet deadlines.

The Application Forms and the Candidate Packs including the Position Descriptions are available at www.fiji.embassy.gov.au Applications including a **One Page Pitch** (enter this into the Application Form) and a resume, must be submitted by **4.00pm** on **Monday, 3 October 2022**, to ahcsuvavacancy@dfat.gov.au.

For further enquiries please, call 338 2211.

Late applications and applications 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.