



Australian High Commission

Fiji

LE3 VISA PROCESSING OFFICER (Ongoing and Non-ongoing positions)

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

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

The suitable candidate must have sound experience and knowledge in assessing applications and in applying legislation and policy and have successfully completed Year 13 or Foundation at minimum. 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.

How to apply

Application forms and candidate packs, including position descriptions, are available at www.fiji.embassy.gov.au.

To apply, please submit a CV and application, including a pitch (enter this into the application form), by **4.30pm** on **Monday, 28 April 2025** to ahcsuvavacancy@dfat.gov.au. For more information about these vacancies, please call the Australian High Commission on 3382211.

Late applications and applications that do not include a pitch will not be considered.

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