



## Australian High Commission

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### Fiji

### Join Our Team – Consular and Passports Officer

Are you a dedicated and skilled professional looking to make a meaningful impact?

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

#### What You'll Do

- **Consular Services:** Provide consular assistance to Australian citizens, including in emergencies such as hospitalisation, arrest, death and welfare issues.
- **Passport and Notarial Services:** Ensure the efficient and secure delivery of passport and notarial services.
- **Crisis Response:** Support the High Commission's response to crises, including participating in an after-hours on-call duty roster.
- **Policy Implementation and Reporting:** Interpret and implement policy and prepare high-quality written reports and briefs in English.

#### What We're Looking For

- **Strong Interpersonal and Communication Skills:** Ability to respond compassionately to distressed people and/or situations.
- **Policy Interpretation and Reporting:** Demonstrated ability to interpret and implement policy and prepare high-quality written reports and briefs.
- **Emergency Assistance:** Willingness to provide emergency consular assistance outside of office hours and travel on an ad-hoc basis.

#### Eligibility Requirements

- You must be eligible to work in Fiji by virtue of citizenship or relevant work permit.

#### How to Apply

- Visit [www.fiji.embassy.gov.au](http://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 Thursday 29 May 2025 to [ahcsuvavacancy@dfat.gov.au](mailto: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.