



Australian High Commission

Fiji

Join Our Regional Team - LE4 Regional Project Officer

Are you a skilled and experienced professional looking to make an impact across the Pacific?

The Australian High Commission is seeking a proactive, solution focused, team player to join our Regional Executive team. If you have what it takes to plan, initiate, deliver, evaluate and refine projects across the Pacific, this is the perfect opportunity for you!

We are looking for a robust individual who is:

- Dynamic and flexible, capable of working on a range of multiple projects simultaneously
- Team player capable of working with a diverse range of team members
- High-level analytical, critical thinker, and problem solver who can find best-fit solutions within constraints
- Personal resilience to successfully deliver results in the complex logistical frameworks of multiple agencies and governance arrangements
- Strong English language skills, both written and verbal, and highly developed liaison and interpersonal skills
- Strong capacity to exercise discretion and sound judgement in handling confidential information
- Working understanding of, and appreciation for, Pacific values, cultures and practices
- Competent contemporary ICT skills; good working knowledge of software applications such as Microsoft Office.

Key responsibilities include:

- Under the general direction of the Minister Counsellor (Home Affairs) (also known as the Regional Director or RD) and Regional Executive Officer (REO) /Regional Training Coordinator, support the establishment of Home Affairs project priorities in the Pacific Region and develop plans to initiate these projects.
- Assist in the management, evaluation and refinement of Home Affairs projects in the Pacific
- Build and maintain robust professional relationships with internal and external stakeholders for comprehensive advice, support and resolution of issues
- Monitor and act on emerging issues and risks (both threats and opportunities) in Home Affairs' areas of responsibility in the Pacific
- Proactively manage the logistics underpinning the effective, efficient and economical operations of the Regional Executive Unit ensuring compliance with Home Affairs and DFAT policies and processes.
- Provide back-up support to the REO to coordinate reporting on staffing, budget updates and analysis, auditing and other ad-hoc requests as needed, and
- Support Home Affairs operations in the Pacific through duties as directed by the RD and/or REO/RTC.

We are seeking a versatile professional capable of handling a diverse range of responsibilities in a fast-paced environment. If you are proactive, detail-oriented, and thrive in a collaborative setting, we encourage you to apply.

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 Sunday, 26 October 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 hold a relevant work permit which allows them to work at a diplomatic mission in Fiji.