



Australian High Commission Fiji

Visa Processing Officer, LE3 (Ongoing and Non-ongoing positions; several expected vacancies)

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.

The Application Form and the Candidate Pack, including the Position Description are available at www.fiji.embassy.gov.au

Applications must be submitted by **4.00pm** on **22 May 2023** to ahcsuvavacancy@dfat.gov.au.

For further enquiries please call 338 2211.

Late applications and applications that do not provide all required information (including Applicant Response document) will not be considered.

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