



**Australian Government**

**Department of Foreign Affairs and Trade**

# Candidate Information Pack

Regional Project Officer, LE4



## About the Australian High Commission Suva

Australia and Fiji share a strong bilateral relationship with extensive people-to-people links and important trade and investment ties. Australia has had diplomatic representation in Fiji since 1964.

The Australian High Commissioner to the Republic of the Fiji Islands is the official representative of the Australian Government in Fiji and Australia's Special Envoy for the Pacific and Regional Affairs. The High Commissioner is also Australia's Permanent Representative to the Pacific Islands Forum Secretariat.

The following Australian Government departments are represented at the Australian High Commission (AHC):

- Department of Foreign Affairs and Trade (DFAT)
- Australian Trade Commission (Austrade)
- Australian Federal Police (AFP)
- Department of Defence (Defence) and Australian Defence Force (ADF)
- Department of Home Affairs (Home Affairs)
- Australian Centre for International Agricultural Research (ACIAR)
- Australian Transaction Reports and Analysis Centre (AUSTRAC)
- Australian Criminal Intelligence Commission (ACIC)

The AHC is located at 37 Princes Road, Tamavua, Suva. Additional information about the AHC can be found on our website [www.fiji.embassy.gov.au](http://www.fiji.embassy.gov.au).

## About DFAT


### What We Do

The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high-quality overseas aid program and helping Australian travellers and Australians overseas. The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional and bilateral interests.

## About the Department of Home Affairs

The Department of Home Affairs is a central policy agency, providing coordinated strategy and policy leadership for Australia's national and transport security, federal law enforcement, criminal justice, cyber security, border, immigration, multicultural affairs, emergency management and trade related functions.

Immigration Programs Division delivers the permanent migration and temporary visa programs to maximise the long-term economic and social benefits to Australia across the Skilled, Family and Resident Return visa programs, and through Temporary entry to support tourism, education and international relations.



## Regional Project Officer, LE4

Agency	Department of Home Affairs
Section	Regional Director's Office
Employment Type	Ongoing
Position number	SUV133
Location	Suva
Salary range	\$48,649.93– \$56,912.55 per annum + 10% employer FNPF contribution
Reports to	Regional Executive Officer
Vacancy Closing	<b>Sunday, 26 October 2025 at 4:30pm</b>

### About the position

The Regional Project Officer works in partnership with the Regional Executive Officer to plan for, deliver and evaluate high-quality results for the Regional Executive Unit. As the Regional Project Officer, you will deliver multiple, tangible achievements on an ongoing basis.


The role supports strategic projects across Home Affairs' Pacific responsibilities, spanning immigration, security, cyber and emergency management. It involves planning, reporting, stakeholder engagement, and contributing to regional initiatives that strengthen capability and compliance.

#### Key responsibilities of the position include but are not limited to:

- Under the general direction of the RD and REO/RTO, 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 Regional Executive Officer (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.

#### Required qualifications/experience/knowledge/skills

- Dynamic and flexible, capable of working work 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

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- 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, and
  - Candidates must hold a relevant work permit which allows them to work at a diplomatic mission in Fiji.

Applications must be submitted by **4:30pm on Sunday 26 October 2025** to [ahcsuvavacancy@dfat.gov.au](mailto:ahcsuvavacancy@dfat.gov.au).

Late applications and applications that do not provide all required information, including a pitch, will not be considered.

Your pitch is your opportunity to tell us why you are the right candidate for the role. Your application will be assessed on your ability to demonstrate, or have the potential to develop, the required skills, knowledge, experience and qualifications to proficiently perform the role. Relevant examples and accomplishments will strengthen your application.



## Additional Information

### Eligibility

To be eligible to work for the Australian High Commission, you must be eligible to work in Fiji by virtue of citizenship or relevant work permit. You must also pass character and police checks.

### Applying for a job with an Australian Embassy, High Commission or Other Post

In general, selection decisions for jobs and promotions within Australian embassies, high commissions or other posts are based on three elements: a written application, referee report/s and an interview. The following guidelines aim to assist staff prepare a written application, prepare for an interview and to prepare their referees to provide a comprehensive and supportive referee report.

### Written Application

Your submission must include the completed application form (including a pitch) and a brief CV.

### Review the Advertisement and Position Description

All advertised positions have a corresponding advertisement and position description setting out the key responsibilities and tasks required in the job. The advertisement and position description also sets out the experience, skills and personal qualities a person needs to perform the role effectively.

### Provide a CV

Your CV should be brief (no more than 3 pages) and include your current position, previous positions (working backwards), academic qualifications, languages and other relevant information— including publications and awards. Please include brief information about each of the previous positions you have held.

### Complete your application and, importantly, your pitch

Your application and pitch (limited to 750 words) is a chance to tell the Selection Advisory Committee (SAC) why you are the right person for the job, with demonstrated experience to support your claim. This is your first opportunity to demonstrate your claims against the position description and advertisement. Carefully read the position description and advertisement!

Your pitch is to advise:

- briefly, why you are interested in the role and what you can contribute.
- how your skills, knowledge and experience will ensure your success in the role.

In your response, you should provide two or three examples of your workplace achievements. Your achievements should highlight the specific skills and work experience we are seeking as described in the position description and advertisement. For tips on how to effectively write examples see inset box below.

#### What is the STAR model?

The STAR model is one way of presenting information and examples in a pitch. Think about the following and use these points to form sentences:

- **Situation**—set the context by describing the circumstance where you used the skills or qualities and gained the experience.
- **Task**—what was your role?
- **Actions**—what did you do and how did you do it?
- **Results**—what did you achieve, what was the end result and how does it relate to the job you are applying for?

In a nutshell, your pitch should answer the question why should we hire you? Please note that your application will not be considered if the pitch is not completed.



### **Treat your application like a formal document**

Please ensure correct grammar and spelling and use accurate punctuation where appropriate. We strongly recommend you write your pitch in an application such as Microsoft Word and then copy and paste it into your application form when completed. This should prevent the loss of your work and spelling errors.

### **Referee reports**

You will be required to supply contact details of two referees that the SAC may contact; this should be your current supervisor and a recent past supervisor. The committee may seek comments from others who know your work but you have not listed as a nominated referee. If this is the case the SAC may contact you beforehand. Not all candidates will have a referee check conducted – this will be at the discretion of the SAC.

Referee comments should be framed around the position description. The SAC will seek evidence-based evaluations of your performance against the position description. We recommend that you discuss your claims with your referees to ensure that you are aware of the comments they may make in discussions with the SAC. If an adverse comment is made that will have a significant bearing on an application, the SAC will give the candidate concerned the opportunity to respond to the adverse comment(s).

### **Interview**

If you are shortlisted, you will be invited to attend an interview. We acknowledge that many of us experience nervousness about interviews. Solid preparation is the key to a successful interview. Keep in mind that you may be asked a range of questions to demonstrate your skills and experience. These could include behavioural-based questions and hypothetical scenario questions.

You may find the following interview tips helpful:

- Know your own story – identify your key selling points, consider examples of achievements relevant to the position description and think about what you might have done differently with the benefit of hindsight.
- Know the role and its broader context – familiarise yourself with the position description, understand the priorities of the AHC and DFAT and how the job you are applying for fits into this picture and be aware of current affairs.
- Practice aloud to get comfortable with the wording of examples you might use, but remember you don't know what the questions are yet so prepare examples that can be tailored to different scenarios.
- You may be given a copy of the questions a few minutes before interview – be ready to jot down some notes.
- Manage your time effectively, if you have a 20-minute interview you can't afford to spend 15 minutes on your first answer.

### **Disclaimer**

- The position you are applying for is not an Australian Public Service employee position.
- Working for the AHC requires the highest standards of conduct. Exemplary ethical conduct of employees contributes significantly to the standing of DFAT in Australia and overseas and the overall effectiveness of our work. Employees are required to comply with the LES Code of Conduct.
- This is a locally engaged position subject to Fiji labour laws. All costs and arrangements for a work permit (if required to be eligible to work in Fiji) are the responsibility of the candidate.

Further information about the Australian High Commission can be found on our website [www.fiji.embassy.gov.au](http://www.fiji.embassy.gov.au).

