



Australian High Commission  
Port Moresby

## Candidate Information Pack

# **Visa Decision Maker Department of Immigration and Border Protection**

**Closing Date: Wednesday, 12 July 2017**

This information package should assist potential applicants to understand the work of the Australian High Commission, what is involved in the role, the Selection Criteria, how to apply and also help you make an informed decision to apply.

## Position Description

<b>Title</b>	Visa Decision Maker (Immigration Officer)
<b>Classification</b>	Locally Engaged LE3
<b>Reports to</b>	Program Manager
<b>Location</b>	Port Moresby

### **About the Australian High Commission in Port Moresby**

The Australian High Commission represents the Australian Government by advancing the interests of Australia and Australians in Papua New Guinea (PNG). Our primary national interest is in a strong bilateral relationship underpinned by a peaceful, secure and prosperous PNG and Pacific Region. The High Commission is also responsible for apprising Canberra about developments in areas such as domestic politics, immigration, economics, trade and investment, culture, defence and development cooperation, with a view to informing Australia's foreign policy. And for promoting a positive image of Australia, enhancing people-to-people links, and delivering consular assistance to Australians in need.

### **About the Department of Immigration and Border Protection at Australian High Commission in Port Moresby**

The Department of Immigration and Border Protection (DIBP) works to keep Australia secure through border management and facilitates travellers to enter Australia on a temporary or permanent basis. DIBP strives to make fair and reasonable decisions for people entering Australia, ensuring compliance with Australia's immigration laws and integrity in decision-making. The Immigration Section in Port Moresby is responsible for processing all temporary and permanent visa applications lodged by residents of Papua New Guinea and the Solomon Islands.

### **About the role**

Under direction, the Visa Officer will assess and process temporary entry applications and contribute to the achievement of DIBP programme objectives.

### **The key responsibilities for this position are:**

- Apply knowledge of relevant legislation and policy to the assessment of temporary entry applications
- Assess the level of complexity of the each temporary entry application and escalate complex cases according to DIBP guidelines
- Make and document lawful assessments and decisions on temporary entry applications
- Conduct background checks on applicants including health, character and family history checks

- Liaise effectively with applicants and other stakeholders, including DIBP headquarters, regional offices, other agencies and external organisations
- Undertake training of education, travel agents and other clients as required
- Explain temporary entry requirements to clients and conduct client interviews as required
- Attend to client enquiries and represent the Immigration Section to the general public
- Prepare relevant correspondence and brief reports
- Provide administrative support to the work area and assist with project related work as required.

### **Required Skills and Capabilities**

- Ability to work under pressure and prioritise in a busy working environment
- Excellent verbal and written communication skills, including letter and report writing
- Ability to accept responsibility and display creative initiative
- Ability to work as part of a team
- High degree of proficiency in Microsoft applications

### **Qualifications/Experience**

- Demonstrated professional/technical knowledge or experience in temporary entry and/or migration law, processes and policies.
- Relevant qualifications, knowledge or experience in administration work and/or office management.

### **Eligibility/Other Requirements**

The successful candidate is required to undergo security vetting, obtain a medical check and maybe required to travel on occasions.

# Selection Criteria

All interested applicants are required to submit a one page statement of claims outlining their suitability for the role. The statement must address the following selection criteria and provide examples and evidence from previous experience to do so:

1. Supports and contributes to strategic direction within a business framework
2. Achieves results
3. Values Teamwork and builds partnerships
4. Demonstrates personal drive and integrity
5. Works and communicates with influence
6. Specific Specialist/professional knowledge, skills and experience

**Note: When considering your application, the Selection Committee will seek evidence of performance against each of these criteria**

## How to Apply

Applications must be submitted to The Human Resources Manager, [pngahc.recruitment@dfat.gov.au](mailto:pngahc.recruitment@dfat.gov.au) by 4.30pm, **Wednesday, 12 July 2017**. Late applications will not be accepted.

Your application must include:

1. A **Resume** (*1 Page maximum*) which outlines:
  - Employment history;
  - Education, qualifications and relevant training; and
  - The names and contact details of two **professional** referees.
2. **Your statement of claims** against the selection criteria (*3 Page maximum*)

Please include your name and the job title in the subject line of your email for easy reference. E.g. **John Smith – Visa Decision Maker**

**Note:** Given the number of applications, only those considered suitable for interview will be contacted.

The Australian High Commission promotes a workplace free from discrimination and harassment and is a smoke and buai free environment. All recruitment is based solely on merit.