



Australian High Commission  
Port Moresby

## Candidate Information Pack

# **Locally Engaged Integrity Officer Australian Department of Immigration and Border Protection**

**Closing Date: Friday, 24 November 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>	Locally Engaged Integrity Officer
<b>Classification</b>	Locally Engaged 6 (LE6)
<b>Reports to</b>	Principal Migration Officer Integrity
<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 Australian 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 limited direction the Locally-Engaged Integrity Officer (LEIO) will analyse visa and citizenship caseloads in Papua New Guinea and the Solomon Islands. The LEIO is responsible for managing and reporting on integrity issues and systems within a broad range of visa caseloads. The position reports to the Principal Migration Officer (Integrity).

### **The key responsibilities for this position include, but are not limited to:**

- Undertake analysis and report on factors contributing to unlawful travel and entry to Australia, including conducting regular caseload sampling and auditing and data enrichment activities.
- Develop and maintain processes to monitor unusual trends and developments in visa caseloads
- Report on integrity activity, performance and caseload trends.
- Identify and investigate integrity concerns involving ad hoc and organised migration.
- Draft and coordinate dissemination of fraud profiles and integrity alerts to other DIBP staff.
- Proactively seek to improve work practices within the Visa Office to reduce the risk of fraud.

- Manage the Integrity Unit's intelligence collection (including maintaining stock of relevant document specimens) and integrity databases.
- Contribute to the identification of training needs and deliver training in relation to integrity to DIBP staff.
- Manage complex integrity cases including making recommendations where referral to PMO is required.
- Respond to enquiries, including explaining decisions.
- Establish and maintain relationships with key contacts including local government, nearby diplomatic missions, Service Delivery Partners and other Australian Government agencies.

### **Qualifications / experience required**

- Working knowledge of Microsoft Excel.
- High-quality oral and written English communication skills and proficiency in report writing.
- Knowledge of DIBP's information systems would be an advantage.
- Knowledge of Australia's visa processes and the environment in which they are applied would be an advantage.
- Ability to communicate (oral and written) in Tok Pisin would be an advantage.

### **Eligibility/Other Requirements**

The successful candidate is required to obtain a satisfactory police check, medical check and may be required to travel on occasions.

# Selection Criteria

The following criteria will be used to assess an applicant's suitability for a position. All interested applicants are required to submit a one page statement of claims outlining their suitability for the role.

1. Supports and Contributes to strategic direction
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, **Friday, 24 November 2017.**

Late applications will not be accepted. Your application must include:

1. A **Resume** (*3 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 (*1 Page maximum*)

Please include your name and the job title in the subject line of your email for easy reference. E.g. **John Smith – Locally Engaged Integrity Officer**

**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.