



Australian High Commission Suva

SENIOR PROGRAM MANAGER, IMMIGRATION SECTION

The Australian High Commission is seeking to fill a vacancy for a Senior Program Manager in the Immigration Section. The duties of the position include managing a team of staff in delivering the temporary entry visa program. The Senior Program Manager will report to the Principal Migration Officer.

The successful candidate will possess: highly developed oral and written English skills; demonstrated high level skills in leading diverse and remote teams in a client service environment; an understanding of Australian immigration legislation and policy; skills in managing a range of resources and high level judgement and integrity.

The position will be filled at the locally engaged employee (LEE) level 10, which has a salary range of FJD59,199 – FJD67,049.

Security Assessment - This position is a designated security assessed position. Applicants **must** be Australian citizens only and not a dual national of another country to be eligible for engagement.

Referees – Please provide contact details of two recent referees. Referee reports will be requested at time of interview for short-listed applicants only.

Clearances - The successful applicant must undergo police and medical clearances.

Applicants should address the selection criteria when preparing their application. Selection criteria and a duty statement can be obtained from the Australian High Commission website at www.fiji.highcommission.gov.au. Applications and a resume must be received no later than close of business on **Friday 25 July 2008**. Late applications will not be accepted. Applications should be e-mailed to diacsuva.vacancy@dfat.gov.au or mailed to:

Senior Program Manager
Attention: Principal Migration Officer
Australian High Commission
P O Box 214
Suva

If you would like further information about the position please call 3382 219 and ask to speak to the **Principal Migration Officer**.

Please note that applications will not be acknowledged and only short-listed applicants will be contacted for an interview. If you have not been contacted by 1 August 2008 then your application has not been successful and the Australian High Commission thanks you for your interest in applying.

DUTY STATEMENT & SELECTION CRITERIA
LOCALLY ENGAGED LEVEL 10 – SENIOR PROGRAM MANAGER (DIAC)
Salary Range: FJD59,199 – FJD67,049

Role:

As a Senior Program Manager, manage a team of staff in delivering the temporary visa program.

Duties:

1. Workload Management

- Management of the temporary entry visa program, including management of cases referred by regional satellite offices to ensure a high level of client service and to achieve service standards.
- Management of the temporary entry team.

2. Casework

- Decision making on complex temporary entry cases.

3. Communication

- Liaison with management, clients and other stakeholders at various levels including staff in regional satellite offices.
- Management of Suva's immigration counter services;

Selection Criteria

The successful candidate for this position must have the following attributes:

1. Has a broad understanding of the legislation and rules of Australian Immigration and Citizenship
2. Strong research and analytical skills and the ability to apply them to complex policy, projects and issues in the workplace.
3. Demonstrates excellent knowledge of client service principles
4. A high level of initiative in promoting continuous improvement and implementing change in the workplace
5. Demonstrates a high level of ability in using resources (eg IT, documentation, people) effectively, efficiently and lawfully
6. Demonstrated ability to liaise with a variety of stakeholders
7. Demonstrated leadership in performance management and staff development.