



**Australian Government**

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**Department of Immigration and Citizenship**

**Vacancy**

**Immigration & Visa Office - Australian Embassy – Manila**

**BB2A - Client Services Officer**

Applications are sought from suitably qualified applicants for the above full-time position in the Immigration section of the Australian Embassy in Manila. Locally engaged terms and conditions of service apply.

The Manila Immigration & Visa office is a dynamic and challenging environment with a high volume caseload. We are committed to quality processes and high standards of service delivery. The successful applicant will be expected to work in a small team under time and workload pressure, providing critical administrative support duties and undertake visa assessments exercising delegations under the Migration Act. Sound judgement, highly developed work management skills, oral and written communication skills and ethical work practices are therefore essential.

Highly rated applicants will be placed on an order of merit and may be offered a permanent or contract position anytime during the validity of the order of merit. An order of merit can be used to fill permanent or temporary positions up to one year after the vacancy was advertised.

The successful applicant will receive a starting monthly salary of 30,369 pesos and other entitlements under the LES Conditions of Service.

Job description and core capabilities is attached. Applications must include a statement of claims addressing the core capabilities **no's 2,5 & 6** only (maximum of 2 pages, standard formatting), a recent CV, and the name and contact details of two work referees

Contact officers for this position is **Richard Keane** who can be contacted at [immigration.manila@dfat.gov.au](mailto:immigration.manila@dfat.gov.au) if you have any questions about the positions or the application process.

Complete applications should be emailed to the Embassy Recruitment section at [manila.recruitment@dfat.gov.au](mailto:manila.recruitment@dfat.gov.au) by **COB Monday 20 February 2012**.

If you have not been requested to attend an interview within four weeks of the closing date, please assume that your application has not been successful on this occasion. Only short listed applicants will be contacted.

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