



## AUSTRALIAN EMBASSY

### Job Vacancy – Visa Officers

The Australian Embassy in Amman is seeking energetic, pro-active and service-focussed persons to work in the Department of Home Affairs section within the Embassy, to commence as soon as possible.

#### **Duties:**

- Apply relevant migration legislation and policies to assess and make fair, reasonable and lawful decisions on visa applications
- Exercise sound judgement, reasoning and accuracy when writing visa decision records
- Investigate and verify information provided in visa applications, through systems-based checks, client interviews, or visits to third parties.
- Escalate complex cases or visa fraud matters to senior officers with clear recommendations (supported by research or policy) on how to proceed.
- Apply excellent organisational skills to balance competing priorities such as inputting data, preparing case notes, case management, interpreting, resolving client enquiries and producing reports.
- Contribute to and support business planning and work practice improvements.

#### **Additional competencies:**

- Must be competent in both **Arabic** and **English** and be able to interpret between both languages.
- Candidates also fluent in either **Farsi** (Persian) or **Kurdish (Kurmanji)** are encouraged to apply as the Department processes visa applications from different nationalities.

#### **Applications must include:**

- (1) A short resume;
- (2) A one-two page summary (1000 words maximum), explaining how your skills, experience and qualifications meet the duty requirements to make you the best candidate for this opportunity; and,
- (3) The contact details of at least two work referees.

Please forward applications no later than **COB 8 July 2018** to:

**Job Vacancy – Visa Officer**

**Australian Embassy**

**PO Box 35201 – Amman 11180**

**Fax: 580 7001**

**E-mail: [amman.applications@dfat.gov.au](mailto:amman.applications@dfat.gov.au)**

**Note:**

- Incomplete or late applications will not be accepted. Any enquiries should be directed to the above email address.
- The Australian Government is an equal opportunity employer. We have a non-discriminatory work environment.
- Salary will be based on skills and experience. New staff are employed on a fixed term contract basis for an initial period of six months, and with a three-month probationary period.
- Recent graduates in related fields are encouraged to apply.