



Embassy of Australia
Seoul

Job Vacancy

Visa and Administration Officer

Position Description

Reports to:	Office Manager (Immigration)
Position title:	Visa and Administration Officer
Position level and Salary:	Locally Engaged 3 level with a starting salary of KRW 37,234,403 per annum.
Employment period:	The position is for an initial period of 12 months.

Vacancy Details

Vacancy type:	Internal & External vacancy
Additional information:	Send applications to seoul.recruitment@dfat.gov.au Please submit application materials in Microsoft Word or PDF formats only . <u>Please indicate your full name and the position title in the subject line.</u>
Proposed published date:	06 May 2016
Proposed closing date:	Close of business on Wednesday 18 May 2016 <u>Applications received after the closing date will not be considered.</u>

Requirements

Applications must include:

- A written Statement (no longer than two typed pages) directly addressing the applicant's abilities and claims against the selection criteria for the position as set out below.
*In the statement, please avoid simply drawing up a list of activities you have undertaken in your career. Consider what skills and knowledge you acquired in performing those tasks and emphasise their relevance to the position. **Include concrete examples against each criteria.***
- Curriculum vitae.
- Details of two referees who may be contacted if necessary.

Other Requirements

The shortlisted will be subject to written test both in Korean and English. And the successful applicant will be required to provide a police security clearance certificate and undergo a medical examination to determine fitness for duty.

Key Responsibilities

- Undertake a wide range of administrative, clerical, procedural and operational tasks, as well as basic visa processing, in accordance with appropriate legislation, policy and procedures.
- Update and maintain records with a focus accurate data entry including:
 - Registering applications for visa and citizenship
 - Writing case notes and correspondence according to standard and agreed formats.
 - Setting up case files and refer cases to relevant work groups.
 - Registering incoming and outgoing correspondence and documentation received
- Manage client requests for movement records, passport update and cancellation.
- Assist in preparing financial documents.
- Undertake visa application assessment and decision making as required.
- Maintain the filing system, locate files and documents, and archive case files.
- Liaise with other workgroups in the section and perform other administrative support duties as required.
- Liaise with clients, stakeholders and other sections of the Embassy.
- Undertake client service duties as required.
- Other duties as directed.

Position Requirements

Selection Criteria

- **Contributes to strategic thinking**
 - An ability to respond flexibly to changing demands in the workplace and contribute to improving efficiency.
- **Achieves results**
 - Good information management skills and excellent attention to detail.
 - Good organisational skills and ability to work effectively during periods of high workload and tight deadlines.
- **Supports productive working relationships**
 - An ability to develop productive working relationships with colleagues.
 - An ability to engage effectively with colleagues, clients and stakeholders in a culturally diverse environment.
- **Displays personal drive and integrity**
 - An ability to provide professional and responsive client service and to demonstrate integrity in all dealings with clients and stakeholders.
 - An understanding of ethical work practices.
 - A willingness to participate in performance management processes, including the ability to seek, receive, provide and act on performance feedback.
- **Communicates with influence**

- Good oral and written communication skills, including fluency in written and spoken Korean and English.
- **Demonstrates professional or technical proficiency**
 - An ability to quickly learn to interpret and apply Australian migration legislation and procedures.
 - An ability to effectively use a number of computer programs to find, extract and analyse information.

Desirable competencies

- High level competency in both spoken and written English and Korean.
- Demonstrated ability to effectively liaise and communicate with colleagues and clients from a diverse range of backgrounds.
- Commitment to excellence in client service.
- Ability to work collaboratively and to demonstrate a positive attitude to working in a team.
- Accountability for the completion of allocated tasks, making decisions within defined parameters relating to administrative and visa processing tasks.
- Experience in data entry with excellent attention to detail.
- Initiative, flexibility and the ability to prioritise and manage work within set timeframes.
- Ability to develop a sound understanding of the section's role and functions and to quickly gain specific knowledge of relevant legislation, policies and procedures.
- Ability to integrate change and to learn and implement new systems quickly and efficiently.
- Commitment to ethical and professional work practices.
- Previous exposure to an Australian workplace environment (not necessary, but highly desirable).

Notes

For selection purposes each of the above selection criteria will be considered. In order to manage the recruitment process efficiently, only applicants who are successfully shortlisted for interview will be contacted. 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.