



Embassy of Australia
Seoul

Job Vacancy

Temporary Consular and Passport Officer

Position Description

Reports to:	Second Secretary and Consul (Consular Section)
Position title:	Temporary Consular and Passport Officer
Position level and Salary:	Locally Engaged 3 level with a starting salary of KRW 3,242,614 per month.
Employment period:	The position is for a period of 15 months from September 2017 to December 2018.

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:	07 July 2017
Proposed closing date:	Close of business on Thursday 27 July 2017 <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 position requirements
- Curriculum vitae
- Details of two referees who may be contacted if necessary

Other Requirements

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

1. Consular Services 45%
 - Respond to consular enquires from members of the public, including counter, telephone and written enquires.
 - Prepare documentation for statutory declarations, witness of signatures, Certificates of No Impediment to Marriage and other notarial services.
 - Provide consular assistance to Australian citizens, timely advice and reporting on consular cases.
 - Liaise with Korean authorities, officials and agencies.
 - Respond to general enquires and information requests.

2. Passport Services 45%
 - Provide passport services to Australian citizens including interviews of applicants, accurate processing of applications in accordance with the Australian Passport Act 2005, and responding to general passport enquiries.
 - Maintain passport records, including regular archiving of passport documentation.
 - Liaise with DHL on the collection and delivery of Australian Passports.

3. Corporate Services 10%
 - Act as a sub-cashier in accordance with regulations outlined in the Finance Management Manual.
 - Assist with receptionist duties in the absence of the receptionist.
 - Reconciliation of passport revenue and scheduling fees.
 - Other duties as directed.

Position Requirements

Competencies

- The ability to undertake consular and passport services including providing consular assistance to Australian citizens and process passport applications.
- A high level of interpersonal skills with a client service focus and the ability to manage difficult situations, including consular crises.
- A high level of fluency in spoken and written Korean and English, and the ability to communicate effectively at all levels.
- The ability to prioritise tasking and manage workflow in a high pressure environment, often within tight deadlines.
- The ability to work cooperatively, efficiently and flexibly as a member of a small team.

Special Requirements

It is highly desirable that applicants have the following:

- Previous experience as a Consular and Passports Officer in a Diplomatic Mission.
- Previous experience dealing with Korean Government Agencies on a range of issues.

Notes

For selection purposes each of the above competencies 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.