



FIJI HIGH COMMISSION WELLINGTON

VACANCIES

The Ministry of Foreign Affairs invites suitably qualified and eligible applicants for the vacant positions below.

CONSULAR ADVISER/EXECUTIVE OFFICER

POSITION PURPOSE: The Consular Adviser / Executive Officer is a Locally Engaged Staff responsible for providing advice and assistance to non-Fiji nationals travelling to Fiji. The position also provides financial, administration and technical support in the Information and Communication Technology related areas and assists in visits/ceremonies to the Head of Mission.

Salary: NZ\$37,000 - \$45,000 per annum

KEY RESPONSIBILITIES:

- Provide Consular Services to Fijian and Non- Fiji nationals;
- Prepare monthly reports on revenue and expenditure
- Assist in the preparation of annual budgets and forecasting
- Preparation of accounts receivables
- Implement financial controls as reflected in the Ministry of Foreign Affairs Finance Manual 2013
- Monitor and maintain the information technology services of the High Commission
- Provide robust advice on adherence to relevant financial policies and legislation
- Assist with event management and cultural protocol for VIPs
- Assist in the High Commission's corporate social responsibilities

SUMMARY OF QUALIFICATIONS AND EXPERIENCE:

The candidate must possess a Diploma in either Business Accounting, Finance, Public Administration, Management or equivalent with 5-7 years of relevant work experience.

The following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Relevant work experience in financial or immigration matters
2. Competence in financial procedures of the Fijian Civil Service
3. Expertise in Microsoft office Suite and in particular Word, Excel, PowerPoint, etc;
4. Sound knowledge of filing systems, information management, and calendar management.
5. Experience of working in a cross-cultural setting

Skills and Abilities

- Well-developed financial planning and organisational skills
- Demonstrated ability in financial administration of small-medium teams;
- Demonstrated ability to effectively multi-task
- Strong result focus and attention to accuracy and detail
- Ability to work with little supervision and within guidelines
- Demonstrated commitment to continuous improvement, including adaptability and openness to change
- Ability to anticipate issues and think of creative solutions
- Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.
- Demonstrated written and oral communication skills in English. A working knowledge of iTaukei or Fiji Hindi would be advantageous.

SELECTION CRITERIA

- 1) Relevant experience in financial or immigration administration
- 2) Working knowledge of Fijian Public Service financial guidelines
- 3) Demonstrated ability to plan and meet deadlines;
- 4) Good oral and written communication skills in English and either iTaukei or Fiji Hindi
- 5) Service orientation.

To apply for the above role; provide an up-to-date resume, at least two referees with one being a current or recent supervisor and a covering letter of no more than three pages which explains how you meet each of the selection criteria. Also attach certified true copies of your academic qualifications and transcripts.

Applications that do not address the selection criteria will not be considered.

The successful candidate is required to pay for all expenses relating to relocation to Wellington. This will include:

- Police clearance
- Medical clearance
- Airfares
- Courier/shipment of household items
- Accommodation
- Work permit

All applications emailed to: applications.fhcnz@gmail.com

Applications must be submitted **by midnight Saturday, 16th June 2018.**

LATE APPLICATIONS WILL NOT BE CONSIDERED.

For more details on the Fiji High Commission in Wellington and the Consular/Executive Officer Position Description refer to www.fiji.org.nz



MINISTRY OF FOREIGN AFFAIRS FIJI HIGH COMMISSION IN WELLINGTON NEW ZEALAND

POSITION DESCRIPTION

Overview of the Fiji High Commission in Wellington, New Zealand

The Fiji High Commission in Wellington serves to enhance the historical political relationship between Fiji and New Zealand. It seeks opportunities for developing trade and economic co-operation, seeking opportunities for technical assistance in specific areas, improving tourist arrivals from New Zealand and engaging in cultural exchange programmes with the rich traditions of Aotearoa. It is also an important front desk for all consular and immigration matters by being a conduit for the processing of citizenship and visa applications by non-Fiji nationals and related matters.

Particulars of the position

Role:	Consular Adviser/Executive Officer
Salary range:	NZ\$37, 000 -NZ \$45, 000
Location:	Wellington
Division:	Missions
Reports to:	Head of Mission through the Second Secretary
Subordinates:	- None

Overview of the Specific Area

The responsibilities are in broad categories ranging from Consular Services, finance & administration, provision of technical support.

The Position

The Consular Adviser / Executive Officer is a Locally Engaged Staff responsible for providing advice and assistance to non-Fiji nationals travelling to Fiji. The position also provides financial, administration and technical support in the Information and Communication Technology related areas and assists in visits/ceremonies to the Head of Mission.

Key Duties

The position will achieve its purpose through the following key duties.

- Provide Consular Services to Non- Fiji nationals
- Assist in the financial administration of the Mission
- Prepare monthly reports on revenue and expenditure
- Assist in the preparation of annual budgets and forecasting
- Monitor and maintain the information communication technology (ICT) services of the High Commission
- Provide robust advice on adherence to relevant financial policies and legislation
- Assist with event management and cultural protocol for VIPs
- Assist in the High Commission's corporate social responsibilities.

The Person

The following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

6. Sound knowledge of Fiji Immigration Laws
7. Familiarity of financial controls as reflected in the Ministry of Foreign Affairs Finance Manual 2013
8. Competent knowledge of financial procedures of the Fijian Civil Service and regulations with practical knowledge of Fiji Overseas Service Regulation (FOSR)
9. Expertise in Microsoft office Suite and in particular Word, Excel, PowerPoint, etc
10. Sound knowledge of filing systems, information management, and calendar management
11. Understanding of the 2013 Fijian Constitution.

Skills and Abilities

- Ability to manage demanding workload and meeting deadlines
- Well-developed financial planning and organisational skills
- Demonstrated ability in financial administration of small-medium teams
- Ability to work with minimal supervision and within guidelines
- Demonstrated commitment to continuous improvement, including adaptability and openness to change
- Service and team work oriented approach, with reliable problem-solving skills and a commitment to supporting the High Commission's objectives
- Ability to work with diverse groups of people and service providers
- Demonstrated written and oral communication skills in English and a working knowledge of iTaukei language or Fiji Hindi would be advantageous.

Selection Criteria

- 6) Relevant experience in Immigration facilitation and administration
- 7) Working knowledge of Fijian Public Service financial guidelines and budget preparation
- 8) Demonstrated ability to plan and meet deadlines
- 9) Good oral and written communication skills in English and either iTaukei or Fiji Hindi will be beneficial
- 10) Experience in providing ICT technical support
- 11) Service orientated and ability to work with the diverse groups of people and organisations
- 12) Relevant Protocol and Ceremonial experience.

Personal Character and Eligibility

Applicants for employment at the Fiji High Commission in Wellington must be in sound health and with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Fiji High Commission in Wellington is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants.