



FIJI HIGH COMMISSION WELLINGTON VACANCIES

The Fiji High Commission in Wellington seeks expressions of interest in the following position

ASSISTANT CONSULAR VISA OFFICER

POSITION PURPOSE: The Assistant Consular Visa Officer is a Locally Engaged Staff (non-diplomatic) responsible for providing advice and assistance to Fijians in New Zealand. The position also manages visa processing services for non-Fiji nationals travelling to Fiji.

KEY RESPONSIBILITIES:

- Maintaining secure and efficient filing system for Consular matters
- Keeping abreast of policy and administration changes in work area
- Update Desk Manual & ensure information related to work area is accessible.
- Provide information for inclusion of FHC website
- Submission of SOP's within the agreed timeframe
- Provision of accurate and timely Consular advice
- Facilitate and process consular services
- Provide notarial services to Fiji Nationals
- Create awareness to stakeholders on consular services provided by the Mission through websites, social media and outreach programmes
- Provide timely reports as and when required

SUMMARY OF QUALIFICATIONS AND EXPERIENCE:

The candidate must possess a minimum qualification of Diploma in either Business Accounting, Finance, Public Administration, Management or 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. Sound knowledge of Fiji Immigration Laws
2. Competent knowledge of financial procedures of the Fijian Civil Service and regulations with practical knowledge of Fiji Overseas Service Regulation (FOSR)
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
6. Understanding of the 2013 Fijian Constitution.

Skills and Abilities

- Ability to manage demanding workload and meeting deadlines
- Demonstrated ability to effectively multi-task
- Strong result focus and attention to accuracy and detail

- Well-developed financial planning and organisational skills
- Demonstrated ability in financial administration of small-medium teams
- Ability to work with little to-no 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 and team work oriented approach, with a commitment to supporting the operational / corporate environment of the organisation
- Ability to work with diverse groups of people and service providers
- Demonstrated written and oral communication skills in English
- A working knowledge of i-Taukei language or Fiji Hindi would be advantageous

SELECTION CRITERIA

- 1) Relevant experience in Immigration facilitation and administration
- 2) Working knowledge of Fijian Public Service financial guidelines and budget preparation
- 3) Demonstrated ability to plan and meet deadlines
- 4) Good oral and written communication skills in English and either iTaukei or Fiji Hindi will be beneficial
- 5) Relevant experience in providing ICT technical support
- 6) Service orientated and ability to work with the diverse groups of people and organisations

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
- NZ Work visa/permit
- Airfares
- Courier/shipment of household items
- Accommodation

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

Applications must be submitted **by midnight Wednesday, 27^h October 2021.**

LATE APPLICATIONS WILL NOT BE CONSIDERED.