



HIGH COMMISSION OF THE REPUBLIC OF FIJI
Wellington, New Zealand

VACANCY – CONSULAR OFFICER
FIJI HIGH COMMISSION WELLINGTON

VACANCY NUMBER: 01/2022

The High Commission of the Republic of Fiji in Wellington, New Zealand invites suitably qualified and eligible applicants for the above full time position.

OVERVIEW OF THE FIJI HIGH COMMISSION

BRIEF OVERVIEW:

The Fiji High Commission based in Wellington, New Zealand promotes the diplomatic relationship between Fiji and New Zealand, provides travel information and consular services and community engagements with the Fijian diaspora and other stakeholders.

POSITION PURPOSE:

The position handles the consular and administrative services of the Mission in addition to being the interface ensuring that visitors to the Chancery are attended to and assisted, answering all incoming calls, helps provide administrative advice to callers on matters regarding immigration and customs and is responsible for all inward and outward mails.

PARTICULARS OF THE POSITION

Position Level	Consular Officer
Salary	NZD49,000 – 53,000
Duty Station	Fiji High Commission Wellington
Reporting responsibilities:	
a) Reports to:	Second Secretary
b) Liaises with:	All Diplomats
c) Subordinate:	Nil

KEY RESPONSIBILITIES

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

1. Receive and process Passport renewals, lost Fijian Passports, Certificates of Identity, Travel Facilitation Letters and Visa Applications.
 2. Receive and process consular documents requests including birth certificates, marriage certificates, death certificates etc.
 3. Ensure all communications, documentations, filing and stores are managed in a timely and appropriate manner.
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4. Organize the proper filing of processed consular documents in line with the Immigration filing system where it exists.
5. Handles consular and immigration related queries through email and phone.
6. Submit monthly consular services reports to be included in the Mission's Quarterly submission to Headquarters.
7. Perform any other official duties assigned by the High Commissioner or Diplomats.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Manage and maintain an effective and efficient records management system to ensure timely access and retrieval of documents; and
2. Build, maintain and sustain professional relations with stakeholders, suppliers and customers through timely communication that enables delivery of activities within agreed time frames.
3. Quality administrative services are provided, and outcomes are attended to in a timely and effective manner.
4. Actively contribute to the Mission's social and corporate requirements.

PERSON SPECIFICATION

To be considered for this role, the applicant must have a working knowledge of the online biometrics system used by the Department of Immigration, Fiji. Word processing knowledge and computer management skills are essential. In addition to this, the following knowledge, experience, skills and abilities are required to successfully undertake this role.

The Knowledge, Experience, Skills and Abilities (KESA) required to successfully undertake this role are:

Knowledge and Experience

1. At least 2-3 years of relevant work experience.
2. Sound knowledge of protocols, office etiquette and organizational skills.
3. Service oriented approach, with a commitment to supporting the operational/corporate environment of the High Commission.
4. Fluent in English (knowledge of Fijian or Hindi would be an advantage).

Skills and Abilities

1. Ability to work under pressure, flexibility, be of character and work as a team.
 2. Ability to plan, develop and coordinate multiple tasks/activities, and work additional hours as and when required.
 3. Strong interpersonal, communication and writing skills and the ability to work effectively with internal and external stakeholders.
 4. Good filing and records management and customer service skills.
 5. Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment.
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Personal Character and Eligibility:

Applicants for employment at the Fiji High Commission must be able to work legally in New Zealand, under the local retirement age, in sound health and with a clear police record. The successful applicant will be required to provide satisfactory medical and police clearance as a condition of employment. The Fiji High Commission is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible applicants.

HOW TO APPLY:

To apply for the above role please provide:

- 1. Application Covering Letter of no more than two pages,**
- 2. Recent Curriculum Vitae (CV),**
- 3. Certified Academic Transcripts,**
- 4. At least three referees (one being either a current or recent supervisor).**

Only short-listed candidates will be notified of the date for the interview. If interested, please submit your application with the necessary supporting documents to Second Secretary Josua Tuwere /Email: josua.tuwere@gmail.com

Closing Date of Vacancy: Tuesday August 16th, 2022 (12.30pm NZ TIME)

