

Senior Locally Engaged Delegate Visa Officer

AGENCY	Department of Home Affairs
POSITION NUMBER	20038 (1XPOSITION)
POSITION TITLE	Senior Locally Engaged Delegate Visa Officer – Expatriate designated position
CLASSIFICATION	LE4
MONTHLY SALARY	PKR 191,100. + PKR 116,900. (Expatriate allowance) Total PKR 308,000. Per month
REPORTS TO (TITLE)	First Secretary, Home Affairs

About the Department of Home Affairs

The Department of Home Affairs brings together Australia's federal law enforcement, national and transport security, criminal justice, emergency management, multicultural affairs, settlement services and immigration and border-related functions, working together to keep Australia safe.

Immigration Programs Division delivers permanent migration and temporary visa programs to maximise the long-term economic and social benefits to Australia across the Skilled, Family and Resident Return visa programs, and through Temporary entry to support tourism, education, and international relations.

About the position

Under general direction, the Senior Locally Engaged Delegate Visa Officer works to established policies and procedures to assess and decide visa applications. Working as part of a team, the position is responsible for decision making within the visa program they have responsibility for and providing advice and guidance to other team members.

The key responsibilities of the position include, but are not limited to:

- Assess and decide complex visa applications in accordance with Australian legislative and procedural frameworks. The Senior Locally Engaged Delegate Visa Officer is required to accurately review client documentation and interrogate several departmental systems. They must also have a solid understanding of relevant migration legislation and policies to assess and make fair, reasonable and lawful visa decisions.
- Draft lawful and well-written visa decision records (in English) for complex cases and provide feedback and advice to junior officers on their assessment and decision records.
- Undertake client interviews independently. Urdu language skills are desirable, not essential.
- Communicate effectively with a range of stakeholders and clients, including but not limited to, client enquiries, managing service provider relationships and engaging with internal and external High Commission contacts. Officers must exercise sound judgement and reasoning when communicating with clients and stakeholders and will be an escalation point on complex cases for junior officers.
- Apply excellent organisational skills to work efficiently and balance competing priorities. Expect to manage your own work in addition to providing support to junior officers.
- Undertake complex analysis and thorough investigations and integrity checks of visa applications across a range of different programs.
- Actively support the First Secretary Home Affairs, Team Leader and Post Management to deliver Australian Government priorities and visa programs. Officers must remain flexible and seek to identify emerging priorities within Home Affairs business.

- Act professionally, ethically and with integrity at all times.
- The Senior Locally Engaged Delegate Visa Officer position requires the ability to assess and decide more complex visa applications. They are expected to be able to operate under limited supervision and be a point of escalation and support for other team members in relation to complex enquiries or cases. They may be given responsibility for a particular visa program or cohort to manage and are often entrusted to manage particular stakeholder relationships.
- Foster and maintain strong working relationships with the integrity team.
- Assist with managing the delivery of visa referrals from the global visa delivery network.


Qualifications/Experience

- The position holder cannot hold Pakistan or dual citizenship with Pakistan and another country.
- Excellent written and oral language skills in English.
- Urdu language skills desirable.
- An understanding of the Department's visa processing and integrity systems or a demonstrated ability to quickly learn new systems.
- The capacity to interpret and apply legislation and policy to support strong visa decisions.
- Demonstrated ability to develop strong working relationships at a working level and mentor and guide junior visa officers.
- Ability to set priorities and organise workloads to achieve outcomes and meet deadlines.
- High degree of personal drive and integrity and the ability to work flexibly and adapt to changing requirements with limited supervision.
- Ability to apply problem solving skills and/or judgement to resolve complex cases, procedural or policy issues.
- Manages and resolves issues with a challenging client, staff member or other stakeholders.

Selection Criteria:

- 1: Well-developed written and oral communication skills in English.
- 2: Strong interpersonal skills and the ability to lead a small diverse team by inspiring the trust and respect of the team and stimulate production within the workforce.
- 3: Experience working successfully in a high-pressure client service environment.
- 4: Experience working with computer applications to research, analyse, record information and manage workloads.
- 5: Experience interpreting and applying legislation to decisions.
- 6: Demonstrate the highest levels of professionalism, integrity, honesty, accountability and ethical behaviour.

Submitting your Application



Applications that do not specifically address the selection criteria will not be considered. Only shortlisted applicants will be contacted for interview by the Australian High Commission, Islamabad. The successful applicant will be offered a one year employment contract that may be extended subject to agreement between the employer and employee. A probation period applies.

Please e-mail applications to jobs.AHC-islamabad@dfat.gov.au by **midnight 22 August 2022**. Late applications will not be considered. Please specify the job title and applicant's name in the e-mail subject line.

Careers

This position provides you with the opportunity to do the kind of work that adds up to something meaningful. The chance to challenge yourself and learn new skills. The prospect of working with a motivated, experienced and visionary team.

The Australian High Commission is committed to providing an inclusive and diverse workplace where all employees are valued. We appreciate the experiences, skills and perspectives of all individuals. We actively encourage applications from people from diverse backgrounds who share [our values](#).