



## **EMBASSY OF AUSTRALIA, HANOI**

### **VACANCY ANNOUNCEMENT**

The Embassy of Australia in Hanoi is looking for highly professional and motivated individuals for the position of **Visa Processing Support Officer** within the Department of Immigration and Border Protection.

#### **About the Department of Immigration and Border Protection**

The role of the Department of Immigration and Border Protection (DIBP) is to protect Australia's border and manage the movement of people and goods across it. The Department manages the Migration Programme, Humanitarian Programme, Australian citizenship, trade and customs, offshore maritime security and revenue collection.

The Department works to keep Australia secure through border management and facilitates travellers to enter Australia on a temporary or permanent basis. The Department makes decisions on people entering Australia, ensuring compliance with Australia's immigration laws and integrity in decision-making.

#### **About the Position.**

The Visa Processing Support Officer (VPSO) assists with administrative functions for the Department of Immigration and Border Protection at the Australian Embassy in Hanoi. The VPSO provide routine administrative support to the Visa Processing teams and/or senior staff. They may be required to co-ordinate routine tasks and workflow and may be required to undertake procedural, clerical administrative support or operation tasks. The VPSO is responsible for delivering results in accordance with their work goals and demonstrate a high level of productivity.

The successful applicant will be employed on a full-time basis for an initial period of 12 months. The monthly gross salary will be VND21,608,800.

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

- Register and manage correspondence and documentation that comes into the office.
- Update electronic records with a focus on accurate data entry.
- Maintain, archive and dispatch case files.
- Undertake procedural and clerical administrative support relating to operational tasks.
- Coordinate routine tasks.

- Liaise with relevant stakeholders and facilitate the transfer of files and information flow.
- Preparation of financial documents and asset audits.

### **Qualifications/Experience**

- Fluent written and oral English and Vietnamese language skills.

### **HOW TO APPLY**

Applications for this position must include:

- A written statement outlining the applicant's abilities and directly addressing the requirements of the position (no more than two pages typed);
- A curriculum vitae (no more than two pages typed); and
- Details of two referees who may be contacted if necessary.

Applications should be emailed as a single file in **Microsoft Word or PDF formats only** to [jobs.hanoi@dfat.gov.au](mailto:jobs.hanoi@dfat.gov.au) by **5:00pm (Hanoi Time) on 26 December 2017**.

**THE EMBASSY OF AUSTRALIA IS AN EQUAL OPPORTUNITY EMPLOYER**