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| **Agency** | Department of Foreign Affairs and Trade |
| **Location** | Australian Embassy, Beijing |
| **Position Number** | BJ1-072 |
| **Position Title** | Consular and Passports Manager |
| **Classification** | LE5.1 |
| **Section** | Consular and Passports Section |
| **Reports to (title)** | Consul (Consular) |
| **Status** | Ongoing, Full-time |
| **Gross Annual Salary** | RMB 270,284.82 (plus loading if applicable) |

**About the Department of Foreign Affairs and Trade (DFAT)**

The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia’s security, enhancing Australia’s prosperity, delivering an effective and high-quality overseas aid program and helping Australian travellers and Australians overseas. The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia’s pursuit of global, regional and bilateral interests.

**About the position**

Under general direction, the Consular and Passports Manager is responsible for leading and managing the Consular and Passports Section of the Australian Embassy Beijing. The Consular and Passports Manager provides high-level assistance and advice to senior management in coordinating and managing the provision of consular and passport services, and advice to Australian citizens living in and travelling to 16 municipalities/provinces/autonomous zones within China. The position proactively develops and maintains a wide range of contacts in government organisations, other foreign missions and within the private sector to support the provision of consular services. The position may undertake travel within the Consular District of the post.

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

* Manage the provision of consular and passport services to Australian citizens in accordance with Australian Government guidelines and legislation
* Interpret policy and provide high-level consular and passport support, along with timely advice and reporting on cases and statistics to senior management
* Lead the Consular and Passports Section, including managing the team’s performance, setting priorities and ensuring key performance indicators are met
* Assist with the development and maintenance of the Crisis Action Plan (CAP), including regular testing, provide crisis preparedness advice to post management, and plan and manage consular support for major events with significant Australian attendance.
* Oversee the processing of applications for Australian travel documents, the provision of notarial acts and services and manage complex and high-profile consular cases involving the welfare, whereabouts, arrest/detention or death of Australians.
* Prepare and lodge government-to-government correspondence and ensure timely follow up and liaise with key host government stakeholders as directed
* Develop, strengthen and maintain strong relationships with a range of consular contacts and stakeholders including government organisations, diplomatic missions and service providers
* Liaise with DFAT Canberra and other Australian and local government agencies in relation to consular policy issues and undertake consular representational duties, including at meetings and conferences, and during prison visits.

**Required Qualifications/Experience/Knowledge/Skills**

* Appropriate tertiary qualifications and/or experience working in a similar role
* Sound knowledge, or the ability to quickly acquire an understanding, of the Australian Passports Act 2005, associated regulations and the Consular Services Charter
* Sound knowledge of local laws and customs, government agencies, local authorities and social services
* Capacity to interpret and apply legislation and policy, and exercise decision-making delegations
* Ability to lead a team, and work effectively with other team members
* Excellent communication skills in both written and spoken English and Mandarin
* Demonstrated knowledge in the use and maintenance of computer-based information systems and databases, including proficiency in Microsoft Office applications

## What the Australian Embassy offers

* Attractive remuneration package that includes performance bonuses, additional insurance coverage, 14 public holidays and generous leave provisions.
* A secure workplace which priorities employee safety, and a diverse and inclusive workplace is actively promoted.
* Opportunity to work in a diplomatic mission and interact with colleagues from a broad range of interesting areas.
* Opportunity to learn new skills and meet unique challenges.

**How to Apply**

Your application, written in English, should include:

* Curriculum Vitae (maximum 2 pages)
* Application for Locally Engaged Staff Employment (please see Attachment A)
* Maximum 500 words pitch (further instructions below)

Please email your application to **beijinghrrecruitment@dfat.gov.au** **before -17:00 on Tuesday, 18 March 2025**. Applications received after this time will not be considered.

For further information about this position, please contact [**beijinghrrecruitment@dfat.gov.au**](mailto:beijinghrrecruitment@dfat.gov.au).

Please note that only applicants short-listed for interview will receive a written reply. If you have not received any communication from the Human Resources Section of the Australian Embassy within four weeks after the close of application, please consider your application unsuccessful. Thank you for your understanding and your interest in working at the Australian Embassy, Beijing.

**Attachment A: Application for Locally Engaged Staff Employment**

Position you are applying for: Date available for work**:**

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| **PERSONAL INFORMATION** | | | | | |
| Title: | | Last Name: | | | First Name: |
| Email Address: | | Contact Number: | | | Citizenship(s) |
| Address: | | | | | |
| Are you eligible to work in the country in which you are applying for a position? Yes  No  *(Note: to be eligible to work in this country you should be a citizen, hold or be able to obtain an appropriate working visa)* | | | | | |
| How did you hear about the vacancy?  Website of the Australian Embassy  WeChat account of the Australian Embassy  Website of Beijing Diplomatic Service  Others (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **PREVIOUS AUSTRALIAN GOVERNMENT EMPLOYMENT Yes  No** | | | | | |
| Have you ever been employed by the Australian Government, either in Australia or overseas?  If yes, please provide the details.  If yes, did you ever receive a redundancy or other payment benefit? | | | | | |
| **REFERENCES** | | | | | |
| Please provide the names and email addresses of two work-related referees whom we can contact. Both referees should  be able to comment on your work performance. | | | | | |
| **REFEREE 1** | | | | | |
| Title: | First Name: | | | Last Name: | |
| Organization: | | | Position Title: | | |
| Relationship to Applicant | | | Years of Relationship: | | |
| Contact Number: | | | Email Address: | | |
| **REFEREE 2** | | | | | |
| Title: | First Name: | | | Last Name: | |
| Organization: | | | Position Title: | | |
| Relationship to Applicant | | | Years of Relationship: | | |
| Contact Number: | | | Email Address: | | |
| **APPLICANT’S STATEMENT** | | | | | |
| The above information, to the best of my knowledge, is true and correct. I consent to the mission collecting and  using information, and to relevant employers / supervisors disclosing information, in relation to my work performance  and conduct for the purpose of assessing my suitability to carry out the duties of the position I have applied for, and  suitability for employment. I understand that misstatements or omissions in my disclosures may result in a failure to hire  or immediate discharge if they are discovered  Accept: Name: Date: | | | | | |

**Guidance for your 500 words pitch**

Your 500 words pitch should be compelling and convincing. It is a chance to tell the panel why you are the right person for the job. The panel wants to know why you are interested in the role, what you can offer DFAT, and how your skills, knowledge, experience and qualifications are applicable to the role. It should be **a maximum 500 words (12 font).**

• Say what you did (actions) and the result (outcomes)

• Use practical and substantiated outcomes

• Show your resilience and adaptability

• Highlight your strengths and interests

• Don’t assume the panel knows you or your work

• Make it appealing and interesting e.g. demonstrate how you ‘solved a difficult issue’

• Stick to the point – quality not quantity

• Use the word limit wisely

• Don’t repeat what’s already in your CV

• Ensure you check the spelling before you submit your application