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| **Agency** | Department of Foreign Affairs and Trade |
| **Location** | Australian Embassy, Beijing |
| **Position Number** | BJ1-035 |
| **Position Title** | Passport & Consular Assistant Manager |
| **Classification** | LE4 |
| **Section** | Consular |
| **Reports to (title)** | First Secretary Consular & Administration |
| **Status** | Ongoing, Full-time |
| **Gross Annual Salary**  | RMB 177,306.00 (plus loading if applicable) |

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

The Australian Embassy in Beijing is part of the Department of Foreign Affairs and Trade (DFAT). DFAT’s role is to advance the interests of Australia and Australians internationally, including to grow and diversify trade and investment, enhance an understanding of China in Australia, contribute to regional and global integration, build links between Australia and China and to help Australians in China.

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.

The Australian Government is also represented by Consulates-General in Shanghai, Guangzhou, Chengdu, Shenyang and Hong Kong.

**About the position**

The Consular and Passports Assistant Manager provides passport and consular services to Australian citizens in China. The Consular and Passports Assistant Manager also undertakes a range of planning, coordinating, training and leadership duties that contribute to the running of the section.

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

* Provide consular services to Australians including but not limited to managing cases, prison visits, liaising with authorities, liaison with families of consular clients, assisting with election processes
* Develop plans and rosters to coordinate consular visits and after-hours duty
* Prepare consular reports for the Consul and senior management
* Provide passports services to Australians including conducting passport application interviews and providing advice to clients interviews for Australians lodging an application for a passport
* Provide notarial services for Australians and other nationals undertaking business in Australia

**Qualifications/Experience**

* High level English and Chinese written and verbal communication skills
* Well-developed experience in client service
* High quality interpersonal skills particularly in dealing with difficult situations and in liaising with authorities and other relevant organisations
* Excellent organisational and time management skills
* Ability to understand and apply Australian legislation and procedures relating to passport, notarial and consular services
* Demonstrated high level ability to use a range of computer programs
* Demonstrated team leadership

## What the Australian Embassy offers:

* Attractive remuneration package that includes performance bonuses, additional insurance coverage, 14 public holidays and generous leave provisions
* Safe and secure workplace where safety of employees is a high priority 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)
* One-page pitch - Maximum 500 words (further instructions below)

Please email your application to **beijing.hrrecruitment@dfat.gov.au** **before 17:00 on Monday, 14 November 2022**. Applications received after this time will not be considered.

Applications must be in either Microsoft Word or PDF format, with a maximum email size of 3MB.

For further information about this position, please contact **beijing.hrrecruitment@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?  |
| **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 discoveredAccept: Name: Date: |

**Guidance for your one-page pitch**

Your one-page 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