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**Australian Government**  
**Department of Home Affairs**

**Vacancy**  
**Visa and Citizenship Section - Australian Embassy – Manila**

**LE5 – Assistant Team Leader**

Applications are sought from suitably qualified applicants for the above full-time position in the Visa and Citizenship section of the Australian Embassy in Manila.

The Manila Visa and Citizenship office is a dynamic and challenging environment with a high volume caseload. We are committed to quality processes and high standards of service delivery. The successful applicants will be expected to work in a small team under time and workload pressures, undertake visa assessments, conduct case investigations, and undertake administrative support, dependent on position. Sound judgement, highly developed work management and client service skills, oral and written communication skills and ethical work practices are therefore essential.

Successful applicants will be placed on an order of merit and may be offered a position anytime during the validity of the order of merit (12 months from date of advertisement). The successful applicants will receive a monthly salary as set out below and be entitled to leave, comprehensive health and group life insurance and other entitlements under the locally engaged staff (LES) conditions of service. Please email the relevant contact officer at details listed below if you have questions about the position or the application process.

| <b>Level</b>                | <b>Salary Rate per Month</b> | <b>Contact Officer</b> |
|-----------------------------|------------------------------|------------------------|
| LE5 – Assistant Team Leader | Php 67,858.00                | Rudy.Wong@dfat.gov.au  |

Job description and selection criteria for each position can be found in the '*Applicant Information Pack*' located under job vacancies at <http://www.philippines.embassy.gov.au/mnla/aboutus.html>.

If you are interested in applying for the position, please email an application of no more than one page addressing the selection criteria and outlining why you are the best person for the job. Applicants should also submit their recent curriculum vitae (CV or resume), and the contact details of two work referees, including their current manager.

Complete applications should be emailed to the Embassy Recruitment section at [manila.recruitment@dfat.gov.au](mailto:manila.recruitment@dfat.gov.au) by **11:59pm Monday 25 June 2018**. Please include the position you are applying for in your application and in your email header.

If you have not been requested to attend an interview within four weeks from the closing date, please assume that your application has not been successful on this occasion. Only shortlisted applicants will be contacted.