

**Australian Government**

**Australian Embassy, Brazil**

Department of Immigration and Border Protection -Visas and Immigration Section

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| position documentation |
| **Title:** Visa Decision Maker - Brazil | **Status:** Permanent | **(subject to a 90 days probationary period)** |
| **Agency/Branch/Work Unit:** Immigration and Border Protection **Applications to be delivered to:** Emailed to brasilia.hr@dfat.gov.au (note that hard copy applications delivered by other methods will not be accepted).  | **Commence:** September 2017 **Closing Date:** 23:59 (Brasilia Time) Sunday 13 August 2017 |
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**Salary**

**BRL 5,278 (gross salary per month)**

**WLS Level**

**LE.3.1**

**Language**

All documents for this position will be available only in English and the selection process – including the interview and test - will also be in English.

**Eligibility**

Only persons who can demonstrate a lawful right to work in Brazil will be considered for this vacancy. The Australian Embassy is unable to sponsor candidates for work visas and all relocation costs are at the expense of the officer, including travel, personal effects and accommodation in Brasilia.

**Position Overview**

The Department of Immigration and Border Protection (DIBP) manages a diverse portfolio responsible for protecting Australia’s border. This includes managing migration, humanitarian and citizenship policy and programmes, as well as matters relating to trade and the movement of goods across the border. It works to keep Australia secure through border management and facilitates travellers to enter Australia on a temporary or permanent basis. DIBP strives to make fair and reasonable decisions for people entering Australia, ensuring compliance with Australia’s immigration laws and integrity in decision-making.

Under general supervision within established policies, guidelines and procedures, the Visa Decision Maker is responsible for providing expertise in assessing straightforward to moderately complex applications for visas and/or citizenship. This involves processing a high volume of applications within published service standards, while also ensuring lawful, accurate and well-documented decisions are recorded in DIBP’s information management systems and conveyed to clients.

This is a full-time position and is available on a permanent basis subject to a 90 day probationary period. Locally engaged terms and conditions of service apply. The gross salary is R$5.278,00 payable at the end of every month.

Relocation costs are at the expense of the officer, including travel, personal effects and accommodation in Brasilia. Only applicants with permission to work in Brazil will be considered for the vacancy.

For a full list of duties and the selection criteria for this position, please [see below](#_Duty_Statement).

**Application**

In order to ensure that your application is eligible for consideration, please provide:

* a Curriculum Vitae (CV) – maximum two pages;
* Application Form

**Curriculum Vitae**

Applicants should prepare a curriculum vitaeoutlining personal details, relevant work experience, educational qualifications and skills **(maximum two pages).** The Australian Embassy **will not provide a template** for the curriculum vitae. In preparing their CV, applicants are recommended to consider the selection criteria as outlined in the Recruitment Documentation. CVs should be structured so that the Embassy can see how your previous work experience and skills are aligned to the selection criteria.

**The One-Two Page Pitch in the Application Form**

Applicants should preparea one to two page pitch of no more than 1000 words outlining how their skills, experience and qualifications makes them the best person for the job. The pitch is the applicant’s opportunity to tell the Embassy why they are the right person for the job. Ideally, the pitch should include information on why the applicant wants to work at the Embassy, why they are interested in the role, what they can offer the Embassy and how their skills, knowledge, experience and qualifications are applicable to the role. Where possible, information should not duplicate the information provided in the applicant’s CV, but should highlight specific examples or achievements that demonstrate their ability to perform the role. In writing their pitch, applicants should also ensure that they address the selection criteria as outlined in the Recruitment Documentation. Applicants are advised to include key examples demonstrating their ability against each selection criterion.

**Contact Officer**

Information about the position can be obtained from the contact officer by emailing brasilia.hr@dfat.gov.au. Please include your full name, your contact telephone numbers and any times you are not available to be contacted in your email. Wherever possible, the contact officer will respond to you within three business days of receipt of your email.

**Applications Closing Date**

Applications for this position close at 23:59 (Brasilia Time) on Sunday 13 August 2017.

***Applications received after the closing time/date will not be considered.***

If you have not been contacted within three weeks of the closing date, please assume that your application has not been successful on this occasion.

Applications should be emailed to the address listed in this document. Hard copy applications delivered by mail, courier or in-person will not be accepted.

Security, character and police checks may be conducted during the selection process.

**Position Description**

## About the position

Under general supervision within established policies, guidelines and procedures, the Visa Decision Maker is responsible for providing expertise in assessing straightforward to moderately complex applications for visas and/or citizenship.

The key responsibilities include but are not limited to:

* Apply an understanding of relevant migration legislation, policies and procedures to provide accurate, timely, consistent and appropriate information to visa applicants through client service channels.
* Manage a case load of visa or citizenship applications – adhering to agreed assessment targets and timeframes and to relevant Quality Assurance framework and benchmarks.
* Analyse various sources of information and use judgement to determine authenticity of visa applications and of the documents submitted in support of the applications to make independent, lawful decisions, referring complex cases to a more senior level.
* Record case notes to provide a clear and accurate history of actions taken and/or advice given and prepare correspondence.
* Maintain and monitor data in the various information management systems.
* Supervise and provide assistance to other team members, undertaking straightforward quality assurance tasks or activities when necessary.
* Contribute to section planning and to improved work practices.

**Qualifications/Experience**

* Previous experience in lawful decision-making desirable.
* Ability to fluently read, write and speak in both Portuguese and English.
* Tertiary qualifications desirable.

**Selection Criteria**

*Essential*

1. Ability to analyse information and interpret and apply legislation and policies to make sound decisions.
2. Demonstrated capacity to plan and prioritise a workload and deal effectively with high volumes of process work.
3. Demonstrated ability to liaise effectively with clients, agents, and other stakeholders and maintain productive working relationships.
4. Language skills:
5. Excellent English written and oral communication skills and the capacity to draft complex written correspondence in English;
6. Ability to fluently read, write and speak Portuguese.
7. Well-developed interpersonal and communication skills and the ability to work in a team environment to achieve workplace goals and contribute to a productive team environment.
8. Demonstrated ability to exercise initiative and work independently with limited supervision.

*Desirable*

1. Spanish language skills.
2. Formal English/Portuguese or Portuguese/English translating and interpreting skills.