A vacancy exists on a contractual basis in the immigration Section at the Australian High Commission.

DESCRIPTION OF POSITION
The position is part of an exciting team that provides integrity support for the visa operations. The Australian visa office in Nairobi has responsibilities across 22 countries of Sub-Saharan Africa. This position works under the direction of the Visa Integrity Unit Supervisor providing support and performing duties in the following areas:

• Manage integrity information from a range of information systems to ensure prompt actioning of requests for information.

• Facilitate meetings and liaison with visa operations to advise on fraud trends which help facilitate visa processing

• Recording and monitoring of Integrity data.

• Undertake the integrity checking of documents which appear of visa applications for Australia.

• Develop good networks with stakeholders to facilitate the checking of documents.

• Initiate investigations into allegations of immigration fraud. Provide a case summary of the issue with the use of available information systems.

• Providing advice on integrity matters for operational staff.

• Assess applications for Citizenship by Descent

French or East African languages are highly desirable as this can assist in document checking and translations.

Selection for the position will be judged against a CV, interview as well as the names and contact details of two referees.
APPLICATIONS
Applications must be submitted in writing by close of business 15 September 2014 by email to: australian.hc.kenya@dfat.gov.au. (NB Hard copies to the High Commission WILL NOT BE ACCEPTED) Further enquiries on the position can also be emailed to this address.

The salary offered starts from 105,295 Kenyan Shillings per month. Please note that all relocation costs are at the expense of the successful candidate, including travel, shipment of personal effects and accommodation.