



AUSTRALIAN HIGH COMMISSION - NAIROBI

VACANCY – TEAM LEADER (LE5)

A vacancy exists on a contractual basis in the Immigration Section at the Australian High Commission. The position is available to Australian citizens only.

DESCRIPTION OF POSITION

As a team leader reporting to the Senior Migration Officer, the successful applicant will be required to make decisions on family migration visa applications, conduct client interviews as well as providing day-to-day supervision of a diverse team of staff. Applicants with strong written communication skills, research and/or analytical skills are desirable.

DUTIES

The specific duties of the positions may include:

- Assessing and deciding applications for Australian visas in accordance with lawful decision making and natural justice principles;
- Responding to client requests and enquiries in accordance with Client Service Charter and case management procedures;
- Mentoring Locally Engaged Kenyan national staff in lawful decision making and writing decision records;
- Preparing correspondence and decision records;
- Operating computer systems and maintaining immigration databases; and
- Identifying and analysing trends and patterns in the caseload.

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 27 August 2014** by email to: australian.hc.kenya@dfat.gov.au. Further enquiries on the position can also be emailed to this address.

The salary offered is 183,287 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. Applicants should familiarise themselves with living costs, visa requirements and conditions for expatriates in Kenya.