



**Australian Government**

**Department of Foreign Affairs and Trade**

## **Passport Eligibility and Client Services Officer (Specialist), Darwin**

**APS4 (\$67,657 - \$72,127) plus superannuation**

**Darwin Passport Office**

**Ongoing, Full-time or Part-time**

**Darwin, NT**

Work as a team member of the Darwin Passports Office where you will undertake eligibility assessments for Australian citizens applying for Australian travel documents. This role will have a strong client service focus and will require you to issue Australian travel documents in accordance with departmental policy and legislative delegations.

Candidates must be Australian citizens.

To demonstrate eligibility for employment under this affirmative measure, candidates are required to provide evidence that they are an Aboriginal and/or Torres Strait Islander person.

This is a security-designated position. Prior to engagement selected candidates will be required to obtain an Australian national security clearance at Negative Vetting Level 2. Ongoing employment with the department requires the successful candidates to maintain a security clearance. Loss of a security clearance at any time will lead to termination of employment.

A face-to-face interview is a critical part of the security clearance process. This interview will be conducted in Australia, preferably in Canberra. If you reside overseas please be aware that you will be required to travel to Canberra at your own expense to undertake the security interview. Interviews cannot be conducted by video link or Skype.

DFAT employees are expected to adhere to the APS Values and Code of Conduct and the DFAT Values Statement. Depending on the role, DFAT employees may be required to obtain and maintain a valid Working with Children/Vulnerable persons clearance.

Please visit the DFAT website (**click below**) to view further details of this opportunity.

**Applications close Monday 10 December at 2:00pm AEDT.**

**DFAT WEBSITE**