

WORK EXPERIENCE PROGRAM

The Visa Services Section of the Australian Embassy Berlin welcomes applications for volunteer work placements in 2012, beginning end of February 2012. The usual period is three months and on the basis of a 36.75 hour week.

Applications must be submitted by 27 January 2012 for February 2012 placements.

1. ELIGIBILITY

The Work Experience Program (WEP) is open to German citizens and permanent residents only. Successful applicants must undergo a police records check and relevant Embassy security checks before the placement can commence. They must also hold personal medical insurance and if selected for the program, provide insurance documentation.

The WEP offers short-term work placements to university and vocational students undertaking studies in the following fields:

- Public Administration
- Language Studies
- International Relations
- Political Science

Graduates in the above fields of study may also apply for an internship.

2. CONDITIONS OF PROGRAM

The WEP normally extends for a period of 3 months, including a one-month probation period. Placements are on a gratuitous basis.

3. DUTY STATEMENT

- Perform a range of clerical support duties in relation to visa applications
- Input data into appropriate computer systems
- Retrieve and analyse data
- Produce correspondence on Windows-based IT programs
- Conduct statistical analysis and reporting (Excel), as required
- Assist with standard responses to general visa enquiries
- Assist with minor translation or interpreting tasks, as required
- Conduct research or perform various administrative tasks on behalf of Principal/ Senior Migration Officers or Team Leaders
- Other duties, as requested (for example: mail handling, file archiving)

4. MAJOR SKILL REQUIREMENTS

- Proficiency in English/German for professional oral and written communication with clients and colleagues
- A sound knowledge of major computer software programs and good keyboard skills
- A secondary school educational qualification as a minimum
- Ability to communicate sensitively with a multicultural client group
- Professionalism in delivering client service

- Research and analysis skills
- Ability to work co-operatively in a team
- Flexibility, attention to detail, an independent work style, good organisational skills
- Courtesy, maturity and a positive attitude

5. SELECTION CRITERIA

- Demonstrated written and oral communication skills of a high standard in English, including experience in delivering service to clients
- Demonstrated ability to work as part of a team in a service environment
- Well developed administrative and organisational skills

6. APPLICATION PROCEDURE

- Submit your CV
- Provide names and contact details of 2 referees
- Include a short statement which addresses the 3 selection criteria above and explain why you are interested in the program, how it could benefit your future career and the skills/abilities you would bring to the Australian Embassy
- Email your application to: Tracey.Bruch-Murray@dfat.gov.au

Please address any enquiries on the WEP to Tracey.Bruch-Murray@dfat.gov.au