



Australian Government
Department of Immigration and Border Protection
Visa Office, Australian Consulate-General, Shanghai

EXPRESSION OF INTEREST
Internship - Administrative Officer

The Visa Office of the Australian Consulate-General in Shanghai forms an integral part of the operations of the Australian Department of Immigration and Border Protection in China.

The Visa Office is seeking applications from undergraduates of universities to fill full-time administrative officer positions for three months from August 2015 to October or November 2015 depending on applicants' availability. Applicants must be Chinese nationals.

People interested in the above position should lodge a Curriculum Vitae (CV) (maximum 2 pages) in English. Shortlisted applicants will be contacted by a visa officer for a short interview.

Duties:

The successful applicant filling this position will assist the Visa Office with a range of administrative tasks.

Requirements:

1. Functional level of English
2. Good communication skills
3. Responsible, honest and can work under pressure
4. Ability to work well within a team.

Remuneration:

Coverage of reasonable expenses

Applications should be submitted via email to recruitment-sh-diac@dfat.gov.au by close of business on **Wednesday 29 July 2015**.