



# Expression of Interest: Team Leader Assistant (Timor-Leste)

## Background

The Australian Government is creating a visa ballot system called the Pacific Engagement Visa (PEV), which will increase permanent migration from the Pacific and Timor-Leste to Australia. With an aim to strengthen people to people links and encourage greater cultural, business and education exchange between the respective countries.

The Department of Foreign Affairs and Trade (DFAT) is seeking contractors that can provide service delivery of the program. This includes providing potential visa applicants with the relevant information about eligibility, assistance with the application process, employment support, and to facilitate pre-departure information sessions.

With International Crossover's extensive experience in facilitating and assisting immigration processes, we are looking to support DFAT in the delivery of the PEV. In preparation, we are looking for people to help assist us in executing and delivering this new programme.

## About the role

Reporting to the Team Leader, the responsibilities of this position will include, but are not limited to:

- Establish and maintain administrative systems to ensure the retrieval and dissemination of information to facilitate efficiency of the programme.
- Foster constructive and effective working relationships within the region and with key external stakeholders.
- Respond to emails where appropriate, screen incoming calls, and provide face to face information to potential PEV applicants.
- Coordinate travel arrangements, including preparation of itineraries and assisting with the pre-departure information sessions.
- Coordinate translations for information relating to the PEV ballot, pre-departure information and information for 'living in Australia'.
- Undertake general administrative tasks to support the team and Team Leader, including the coordination of project meetings, assisting the preparation of reports, assisting them with administration processes.





## About the you

- Experience in administration and supporting roles, including proficiency in IT applications (such as Word, Excel).
- The ability to multitask competing priorities.
- The ability to communicate complex ideas in a clear and concise manner.
- Experience in collating data and information

**Our commitment to diversity, inclusion, equity and human rights:** International Crossover has a strong commitment to diversity, inclusion, equity and we believe in upholding human rights. We believe everyone should be treated equally regardless of their background, age, gender, socioeconomic background and want to ensure our staff (and potential applicants) have access to opportunities and resources so that they can contribute their perspectives to improve our workplace.

We believe this is fundamental to maximising diversity for creating a sound workplace and encourage people of diverse backgrounds to apply for this role. In addition, International Crossover has a commitment to ensure ethics, integrity and human rights are at the forefront of our interactions within the workplace and stakeholders we engage with.

## How to apply

If you meet the above criteria, we welcome your application, including your CV and cover letter outlining why you are the person for this role via email: [info@playfair.com.au](mailto:info@playfair.com.au)

**Please note.** We don't always work to fixed closing dates and may start considering and interviewing candidates as their applications are received, so we encourage you to apply early.