



Australian High Commission, Islamabad

Department of Immigration and Border Protection

**Duty Statement – LE2 Administrative and Interpreter Assistant
Salary from PKR 51,006 per month**

About the Department of Immigration and Border Protection (DIBP)

DIBP is responsible for a diverse portfolio including managing migration, humanitarian and citizenship policy and programmes. It works to keep Australia secure through border management and facilitates travellers to enter Australia on a temporary or permanent basis. DIBP strives to make fair and reasonable decisions for people entering Australia, ensuring compliance with Australia's immigration laws and integrity in decision-making.

About the Position

Under general direction, the Administrative Assistant provides administration services to DIBP at the Australian High Commission in Pakistan.

The key responsibilities of the position include, but are not limited to:

- Respond to client emails and telephone calls
- Registration of applications in DIBP systems
- Dispatch of visa decision notifications to clients
- Ensure precise, accurate and timely records are maintained of all outgoing courier consignments
- As required, assist and support Temporary Entry and Migration Teams with the processing of applications, by undertaking administrative tasks
- Provide interpreter and translator services in Urdu, Pashto and Dari.
- Assist with file management and storage
- Assist with office administrative duties such as travel arrangements, payment of invoices, filing, and ordering office supplies

Qualifications/Experience

- Tertiary qualification or related experience desirable
- Fluent in English, Urdu, Dari and Pashto
- Interpreter experience for the Dari language is highly desirable