



Australian High Commission, Islamabad

Department of Immigration and Border Protection

**Duty Statement – LE3 Locally Engaged Integrity/Referral Case Officer
Salary from PKR 70,911 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

The key responsibilities of Integrity case officer include but are not limited to:

- Undertake investigations and integrity checks in relation to referral processing activities including integrity check phone calls and site visits
- Prepare reports, case notes, interview notes, correspondence and other material in relation to checks, site visits and other investigations
- Conduct research and policy interpretation to manage discrepancies and to provide sound advice to decision makers as required
- Perform preliminary research including database searches and data retrieval
- Apply professional/technical knowledge
- Collect data, maintain a range of databases and analyse trends, to improve the detection of visa fraud and to minimise visa non-compliance
- Record case notes to provide a clear and accurate history of actions taken and/or advice given and prepare correspondence
- Maintain and monitor data in the various information management systems and analyse trends to improve the detection of visa fraud and to minimise visa non-compliance
- Liaise effectively with a range of stakeholders, including staff at other diplomatic missions and government authorities as well as compliance staff at other posts
- Contribute to section work plans and operational objectives, supporting the management of resources as required and initiating work practice improvements as necessary.

Qualifications/Experience

- Previous experience in immigration referral and integrity work



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- Previous experience in lawful decision-making requiring some research and analysis desirable
- Tertiary qualification desirable
- Fluent in English, Urdu, Dari and Pashto