



Immigrant Visa Assistant

The United States of America Consulate General invites applications for a full time position located in our Consular Section in Auckland.

If you are a professional who is driven, flexible and enjoys working in a busy environment, then this position is for you! The Visa Assistant will be required to process U.S Immigrant visa applications in accordance with mandated rules and regulations. They respond to a wide range of verbal and written inquiries/correspondence. This includes answering procedural and legal inquiries regarding sensitive and difficult cases, waivers of ineligibility, refugees/asylees, and fraudulent applications.

To be successful in this role you will have completed secondary school and have a minimum of two years' progressively responsible experience in work involving the application of relatively complex regulatory material, along with extensive public contact. You must have the ability to communicate effectively in person, on the telephone, and in writing, while exercising tact and diplomacy, sometimes under extremely difficult circumstances.

The position requires an incumbent who can analyze case situations, apply law and procedures, and has experience keeping accurate records using computers systems and data processing. The Immigrant Visa Assistant needs to work independently and organize their time to prioritize conflicting demands, work under pressure and delegate work tasks, with minimal or no supervision. An ability to handle sensitive documents and information and to adhere to office policies and procedures is also required.

The starting salary for this position is \$60,582 per annum, with some special benefits e.g. both U.S. and New Zealand Holidays - a total of 20 days; and 8.7% contribution by the employer to an employee's retirement.

*If you are not a New Zealand citizen or permanent resident, you **must have a current valid work permit** to be eligible to apply for this position. All employees of the U.S. Government are required to complete full medical and security background checks.*

If you meet all the eligibility criteria for this role, please complete and submit your application form, cover letter and CV by email to Wellington.HR@state.gov

Applications close on Thursday, 7 April 2016.

***Note:** Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*