

## APPLICATION GUIDELINES

### AUSTRALIAN EMBASSY PHNOM PENH

#### Migration Case Officer

To apply for the position of Migration Case Officer, you will need to submit a **one page pitch** (one A4 page maximum) telling us how your skills, experience and qualifications make you the best candidate for the role. You should address the following selection criteria, by using specific, detailed examples from your professional and/or academic background of how you have previously demonstrated the below capabilities (rather than simply stating previous job descriptions/duties).

You will need to send us a **two pages curriculum vitae** (two A4 pages maximum) outlining your professional and academic background.

**Note** Candidates must be able to obtain and maintain an Australian security clearance and must therefore hold citizenship of Australia, Canada, New Zealand, the USA or the United Kingdom and be entitled to work at a diplomatic mission in Phnom Penh.

#### Selection Criteria

1. Demonstrated understanding and/or experience in the application of government processes including the capacity to interpret and apply legislation and policy to support good decision making.
2. Demonstrated ability to develop professional stakeholder relationships at a working level and exercise good judgement in identifying and declaring potential conflicts of interest.
3. An ability to quickly learn and analyse new computer-based systems for the recording of notes and decisions.
4. Demonstrated ability to set priorities and organise workloads to achieve outcomes and meet deadlines as part of a high performing team.

A working level of written and oral language English skill is required for the position.

Applications will be assessed on your ability to demonstrate, against the selection criteria, that you possess or have significant potential to develop the required skills, knowledge, experience and qualifications to perform the role.

If your application is shortlisted, you may be asked to undertake further assessments, such as a writing test, to gauge your ability to perform the role.

The Australian Embassy is committed to providing an inclusive and diverse workplace where all employees are valued. We appreciate the experiences, skills and perspectives of all individuals. We actively encourage applications from women, people with disabilities and people from diverse backgrounds. The selection committee does not require personal information such as date of birth, marital status, height or weight. We do not require a photo.

Applications must be submitted by email to [vacancy.cambodia@dfat.gov.au](mailto:vacancy.cambodia@dfat.gov.au) with "Migration Case Officer" as the subject line by 11:30pm of **Wednesday, 16 July 2025**.

**Only short-listed candidates will be contacted for an interview.**

### **What should I include in my curriculum vitae?**

The quality of your resume gives readers a vital first impression of you. As a minimum, you should ensure that you include the following elements:

- **Personal Details** – include your name, contact email address and phone numbers.
- **Education** – provide details of any education and qualifications that relate to the job you are applying for.
- **Work Experience** – include relevant work experience and outline the main responsibilities and achievements that relate to the job you are applying for. Organise your employment history in chronological order, starting with the most recent, and indicate actual dates of employment. Make sure to explain any gaps in time.
- **Other Experience** – if relevant, briefly mention any extra-curricular activities, interests or volunteer/community work that you have participated in and highlight what you gained from that experience.
- **Referees** – include the name and contact details of two professional referees who can validate and support your application.
- **Layout** – A resume of no more than two pages showing relevant experience. Use an easy-to-read font and a simple, consistent format. Use bullet points to break up text. Highlight important facts and ensure that you can back them up with examples if asked at interview.

### **What should I include in my one-page pitch?**

Your one-page pitch is a chance to tell us why you are the right person for the job. We want to know why you want to work at the Embassy, what you can offer us, and how your skills, knowledge, experience and qualifications are applicable to the role. In a nutshell – why should we hire you?

Try not to duplicate information that can already be found in your resume, however do highlight any specific examples or achievements that will demonstrate your ability to perform the role.