FIJI GOVERNMENT VACANCY

VACANCY: COUNTRY LIAISON OFFICER - PACIFIC AUSTRALIA LABOUR MOBILITY [PALM] - WESTERN AUSTRALIA

The Ministry of Employment, Productivity and Workplace Relations, in partnership with the Ministry of Foreign Affairs and External Trade, invites applications from suitably qualified Fijian citizens for the position of Country Liaison Officer — PALM Program, to be based in Perth, Western Australia.

The Country Liaison Officer will provide pastoral care and liaison services for Fijian workers under the PALM Program, build relationships with Approved Employers and government agencies, and report on worker welfare to the Government of Fiji. Key requirements:

- An undergraduate degree in Communications, Business Management or associated fields (or equivalent), and five years of relevant experience;
- A current and valid driver's licence recognised in Western Australia, and the ability to travel regularly throughout the State;
- Excellent communication, mediation and cultural awareness skills; the ability to speak iTaukei and/or Fiji-Hindi is an added advantage;
- Political neutrality, sound health and a clean police record; and
- The lawful right, or ability to obtain the right, to reside and work in Australia for the duration of the engagement.

Terms: One (1) year contract with a three (3) month probation period; salary range $65,000 - $75,000 AUD.

How to apply: Applications, including a cover letter, curriculum vitae, copies of qualifications, a current driver's licence and contact details of three referees, should be addressed to the Permanent Secretary, Ministry of Employment, Productivity and Workplace Relations and emailed to vacanciesepwr@gmail.com by 13/11/2026.

APPLICATIONS CLOSE AT 4PM ON FRIDAY 13th November, 2026 (FIJI TIME)

GOVERNMENT OF THE REPUBLIC OF FIJI

JOB DESCRIPTION — COUNTRY LIAISON OFFICER — PACIFIC AUSTRALIA LABOUR MOBILITY (PALM) PROGRAM, WESTERN AUSTRALIA

CORPORATE INFORMATION

Role	Country Liaison Officer - Pacific Australia Labour Mobility (PALM) Program, Western Australia
Business Unit	Ministry of Foreign Affairs and External Trade (Fiji High Commission, Canberra), in partnership with the Ministry of Employment, Productivity and Workplace Relations (Labour Sending Unit)
Salary Range	$65,000 $75,000 AUD
Duty Station	Perth, Western Australia (regular travel throughout Western Australia required)
Term	One (1) year, with a three (3) month probation period
Special Requirement	Current, valid driver's license recognised in Western Australia
Reports to	Fiji High Commissioner to Australia and Permanent Secretary for Employment, Productivity & Workplace Relations

POSITION PURPOSE

The position will provide liaison services between all stakeholders for the Pacific Australia Labour Mobility (PALM) Program in Western Australia. The position, while providing pastoral care, will collate statistics and provide regular quality reports on issues faced by both the Approved Employers and the Fijian workers to the Fijian Government through the Fijian Mission in Australia.

REPORTING

The Liaison Officer will report to the Fiji High Commissioner to Australia and also share information with and report to the Permanent Secretary for Employment, Productivity and Workplace Relations to keep the Ministry and the Labour Sending Unit (LSU) updated on the progress of the PALM Program in Western Australia,

KEY RESPONSIBILITIES

1. Build productive relationships with Australian and Western Australian Government bodies, Approved Employers and other organisations that will be beneficial to Fijian PALM workers and Fiji;
2. Liaise between Approved Employers/supervisors and Fijian workers in the workplace through activities to resolve issues on behalf of the Mission and the Ministry;

3. Support strategic partnerships by providing top-quality advice, facilitating effective knowledge management and providing technical assistance to PALM workers, coordination, monitoring and reporting in any collaboration;
4. Facilitate communication between PALM workers and relevant stakeholders;
5. Offer pastoral care to promote and facilitate the needs of PALM "'torkers, including culturally appropriate support;
6. Conduct regular visits to ',vorksites and accommodation across Western Australia, with the approval of Approved Employers, to monitor worker welfare;
7. Respond to welfare concerns and critical incidents involving Fijian '%.vorkers and escalate them promptly to the Mission and the Ministry,
8. Conduct research and identify ways of improving services to PALM workers and liaise iMith key agencies to deliver and enhance services to PALM workers;
9. Provide advice to relevant authorities and stakeholders for the benefit of PALM workers;
10. Attend meetings ',vhich are relevant to the well-being and support of PALM '*Yorkers and assist with orientation and induction so that workers understand the terms and conditions of their employment and in managing workers' expectations;
11. Maintain accurate records of cases and 'yvelfat'e trends and provide updated monthly, quarterly and incident reports to the Mission and the Ministry on the progress of all relevant PALM matters; and
12. Promote Fiji as a reliable source of labour to new Approved Employers and in new sectors.

PERSON SPECIFICATION

In addition to an undergraduate degree in Communications, Business Management or associated fields (or equivalent) with experience in Country Programme Management, the following experience, skills and abilities would be required to undertake this role: Knowledge and Experience:

1 * Five years of relevant experience;
2. Experience working with a diverse group of people;
3. Well versed with legislation and reporting mechanisms in Australia and Fiji, including Australian workplace laws and the PALM scheme framework;
4. Sound knowledge of implementing and monitoring work-related policies and procedures;
5. Country operations knowledge and application.

Skills and Abilities:

1. Ability to work independently with minimuln or no supervision;
2. Demonstrated ability to manage conflict with good problem,,solving;
3. Ability to conduct research, gather information and use data to develop quality repotts for informed decision making by management;
4. Excellent communication and interpersonal skills;

5. Cultural sensitivity and awareness;
6. Abi lity to effectively Inonitor, coordinate and communicate strategic objectives;
7. Excellent mediation and negotiation skills;
8. Ability to establish and maintain relationships with stakeholders;
9. Familiarity with international business practices and laws and regulations;
10. A current and valid driver's licence recognised in Western Australia, and the ability to drive safely for work, including long-distance travel to regional and remote worksites;
11. Willingness to travel throughout Western Australia and to work outside normal hours, including weekends, when required.

The ability to speak iTaukei and/or Fiji-Hindi is an added advantage.

PERSONAL CHARACTER AND ELIGIBILITY

Applicants for employment Inust be politically neutral, with sound health and a clean police record. Applicants must hold, or be able to obtain, the lavvful right to reside and work in Australia for the duration of the engagenlent. The successful applicant will be required to provide a medical certificate and police clearance as a condition of enlp10Y1nent.