

# Australian Honorary Consul – Barbados

## The Role

The primary functions of Australian honorary consuls include:

- providing consular assistance on behalf of the supervising mission (in this instance the Australia High Commission Port of Spain, Trinidad and Tobago);
- maintaining contact with the resident Australian community
- on instruction from the supervising mission, providing Travellers Emergency Loans to Australian citizens in need of temporary financial assistance;
- conducting passport interviews with the public on behalf of the supervising mission. If Passport Accreditation has been approved by the Australian Passport Office the honorary consul can also interview passport applicants, forward completed documentation to the supervising mission and, when necessary, return passports to applicants.

The secondary functions outlined below may be performed by the honorary consuls within their jurisdictions on behalf of the Australian supervising mission:

- maintaining good relations with the host government and local authorities, in particular branches relevant to Australia's consular interests;
- general representation duties with local authorities and the host government, including acting as a communication channel for post when requested;
- promoting Australian trade, economic, commercial, cultural, educational, scientific and technological interests;
- assisting with post visits or high level visits, for example securing appointment arrangements for visiting Australian officials;
- assisting in building general public awareness of Australia in their country/jurisdiction through, for example, the dissemination of information on Australia;
- engaging in ceremonial and public affairs activities as a representative of Australia, as requested/authorised by the supervising mission
- directing enquirers wanting information on migrating or traveling to Australia or about importing or taking goods to Australia to the Australian Department of Home Affairs website.

## Terms of Appointment

Terms of initial appointment are generally 3 years, with a probation period of 1 year. An honorarium is payable to appointees.

## How to Express Interest

Should you wish to submit an expression of interest, please submit your curriculum vitae, including the following, by email to at [consular.portofspain@dfat.gov.au](mailto:consular.portofspain@dfat.gov.au) no later than close of business, **Monday 18 November 2024**:

- citizenship;
- period of residency in Barbados;
- confirmation that you do not have a consular commission from another country, nor hold any government or official position in your country of residence or citizenship;
- a brief overview of your links with political, bureaucratic, commercial and/or media community of Barbados;
- confirmation you have appropriate time and office space to undertake the duties associated with the position;
- a current photograph of yourself.

## Questions

Should you have any queries regarding the above, please do not hesitate to contact us at [consular.portofspain@dfat.gov.au](mailto:consular.portofspain@dfat.gov.au).