

OFFICE OF THE PRIME MINISTER, SUGAR INDUSTRY AND IMMIGRATION



VACANCIES

DEPARTMENT OF IMMIGRATION

The Department of Immigration is an Equal Employment Opportunity Employer under the Office of the Prime Minister. Applications are encouraged from all eligible, qualified applicants. Only the **identified knowledge, experience, skills and abilities** for the job shall be considered in assessing the relative suitability of applicants.

VACANCY NO. 10/2017: DIRECTOR OF IMMIGRATION	
Position purpose:	The position of the Director of Immigration ensures that the Department effectively carries out its statutory functions under the Immigration Act 2003, Passport Act 2002, the Citizenship Decree 23/2009 and their respective regulations.
Key Responsibilities:	Oversee the management, monitoring and reporting of the Department's outcomes and outputs delivery in accordance with the Business Plan, Ministry's Corporate Plan and National Goals. Responsible for the Management of Budgetary Allocation and provide timely advise to the Hon Minister, Permanent Secretary, stakeholders and clients on Immigration matters. Effective administration of the Immigration Laws and policies and develop/review and implement effective policies and programmes that are consistent with the government and international conventions. Ensures capacities and capabilities within are shaped to deal with any Immigration issue.
Person Specification:	<p>In addition to a Masters in Management, Public Administration or equivalent relevant senior management experience, the successful applicant will have:</p> <p><u>Knowledge and Experience:</u> Proven success leading a technical team and ensuring delivery of legislated requirements. Extensive knowledge of public administration with the ability to rapidly understand and implement the requirements of the relevant legislation, with proper consideration of the implications and outcomes of such administration. At least 5 years successful experience analyzing policy proposals and providing high level brief to Executive Management; Thorough knowledge and acquired relevant experience in strategic planning and annual budget. Preparation and execution; Sound knowledge of public administration and finance policy and practice.</p> <p><u>Skills and Abilities:</u> Demonstrated ability to lead and manage a team of technical specialists, ensuring consistent adherence to legislative requirements Ability to provide visionary leadership with and strategically thinking taking operations to a global perspective Demonstrated ability to inspire and motivate staff to perform and deliver; Ability to lead and motivate a team of high achieving and ambitious direct reports.</p>
	An attractive Remuneration Package will be offered to successful candidate.
VACANCY NO 11/2017: DEPUTY DIRECTOR OF IMMIGRATION	
Position purpose:	Responsible for the administration of immigration functions and roles and the formulation and implementation of policies on work permits, passports, deportation and citizenship issues.
Key Responsibilities	Provision of proper and timely advice to the Director of Immigration on any administration and

	<p>policy matters relating to Immigration. To support and improve service delivery by providing quality and effective services to the Department's clientele. To develop and implement effective policies and programmes by reviewing the immigration laws so that they are consistent with the Republic of the Fiji Islands Constitution and international conventions. To develop human resources in the technical cadre through relevant immigration training and ensuring optimum use of limited resources by complying with rules and regulations.</p>
Person Specification	<p>In addition to Masters in Management & Public Administration, Business or equivalent relevant senior supervisory experience, the successful applicant will have the following:</p> <p><u>Knowledge and Experience</u> At least 3-5 years analysing policy proposals and providing high level brief to Executive Management, preferably in the field of Immigration or Border Security; High level knowledge of the Immigration Act 2003, Immigration Regulation 2007, Passport Act 2002, Citizenship Decree (23/2009) Fijian Constitution 2013 and other applicable laws of Fiji, or experience that would enable the rapid understanding of new legislation. Sound knowledge of financial management</p> <p><u>Skills and Abilities</u> Demonstrated ability to develop appropriate strategies for the purpose of capital allocation and deployment; Ability to develop and coach business managers, in their technical fields; Demonstrated ability to plan for the longer term, implementing decisions with long term impact and outcomes. Demonstrated ability to develop and implement service standards, ensuring accountability of staff and responsiveness to client needs and timelines, within legislated requirements. Ability to utilize computers and appropriate software to achieve organizational goals.</p>
	<p>An attractive Remuneration Package will be offered to successful candidate.</p>
<p>VACANCY NO 12-13/2017: SENIOR IMMIGRATION OFFICER – PERMITS AND VISA X 2 14-15/2017: SENIOR IMMIGRATION OFFICER – CITIZENSHIP & PASSPORT X 2 16/2017: SENIOR IMMIGRATION OFFICER - NORTH 17/2017: SENIOR IMMIGRATION OFFICER – RESEARCH & DEVELOPMENT 18/2017: SENIOR IMMIGRATION OFFICER – COMPLIANCE & INVESTIGATION 19/2017: SENIOR IMMIGRATION OFFICER – BORDER CONTROL 20/2017: SENIOR IMMIGRATION OFFICER - WEST</p>	
Position purpose:	<p>Responsible for the continuity of workflow and smooth operations in the respective Divisions and ensures all cases referred by the Immigration Officers are facilitated in accordance with the Immigration Acts and Legislation.</p>
Key Responsibilities	<p>Proper facilitation at the Border of all inbound and outbound aircraft/vessel including passengers and crew and ensuring the prevention, detecting and deterring of illegal border crossing. Reviews Asylum Seeker and Refugee Policies. Oversee research and development programmes, Permits & Visa and Passport & Citizenship processing. Develop logistics plan and programmes in accordance with relevant rules and legislation and review SOPs to enhance daily processes in respective Divisions. Process appeal applications</p>
Person Specification	<p>In addition to an Undergraduate Degree in Management & Public Administration, Business Administration or equivalent relevant experience the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;</p> <p><u>Knowledge and Experience</u> Sound knowledge of the Immigration Act 2003; Significant experience in a customer facing role, implementing border control and/or immigration requirements within the specified legislation; Sound underpinning knowledge of the requirements for sound border control, with significant experience implementing and practicing these requirements.</p>

	<p><u>Skills and Abilities</u> Demonstrated success in communicating with people from diverse backgrounds Demonstrated ability to investigate, analyse and provide recommendations on specific legislative requirements, preferably in the border security or immigration field Ability to utilise computers and relevant software to achieve organizational goals.</p>
	An attractive Remuneration Package will be offered to successful candidate.
VACANCY NO 21 - 22/2017: IMMIGRATION OFFICER – PASSPORT AND CITIZENSHIP X 2 23/2017: IMMIGRATION OFFICER – NORTH 24/2017: IMMIGRATION OFFICER - LAUTOKA	
Position purpose:	Responsible for the effective and timely processing of all immigration related applications, conducts compliance investigations and inspections, process PI uplifts and updating of controversial list.
Key Responsibilities	Receipts and processes immigration applications and attends to referral duties.
Person Specification	<p>In addition to an Undergraduate Degree in Management, Public Administration, Business Administration or equivalent relevant experience the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:</p> <p><u>Knowledge and Experience</u> Successful experience working in a client service field, delivering timely service within legislation or policy requirements; Knowledge of the Immigration Act 2003 or experience that would lead to the rapid understanding of new legislation.</p> <p><u>Skills and Abilities</u> Demonstrated ability to effectively contribute to the outcomes of a high performing team Demonstrated ability to make sound decision in a diverse and robust environment and ability to motivate, coach and measure work of others. Ability to utilise computers to achieve organisational goals.</p>
	An attractive Remuneration Package will be offered to successful candidate.
VACANCY NO 25/2017: BORDER CONTROL OFFICER - NADI 26/2017: BORDER CONTROL OFFICER - SAVUSAVU	
Position purpose:	Responsible for the supervision of all cases referred by the Primary line Officers in accordance with the Immigration laws
Key Responsibilities	Manage and effectively organize the referral procedures at all designated port of entries in in consultation with Primary Line Officers.
Person Specification	<p>Attainment of Diploma in Management & Public Administration, Business Administration or equivalent from a recognised institution is desirable. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;</p> <p><u>Knowledge and Experience</u> Good understanding of the Immigration Act 2003 or other similar legislation with the ability to rapidly learn new legislation</p> <p><u>Skills and Abilities</u> Demonstrated ability to produce effective Good writing skills Sound judgment and discretion skills</p>
	An attractive Remuneration Package will be offered to successful candidate.
VACANCY NO 27 - 29/2017: IMMIGRATION INSPECTOR PERMITS X 3	

30 - 32/2017: IMMIGRATION INSPECTOR NADI X 3 33 - 34/2017: IMMIGRATION INSPECTOR PASSPORT X 2 35/2017: IMMIGRATION INSPECTOR COMPLIANCE	
Position purpose:	Responsible for checking, verifications and processing of immigration applications and attend to referral cases referred by Primary Line Officers.
Key Responsibilities	Conducts Advanced Profiling of passengers prior to the landing of all vessels, assesses all referral cases referred by the Primary Line Officers and processes immigration applications.
Person Specification	<p>Attainment of Fiji Seventh Form Examination [FSFE] or equivalent is desirable. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;</p> <p><u>Knowledge and Experience</u> Basic knowledge of the Immigration Act 2003, or other legislation with the ability to rapidly acquire knowledge of new legislation</p> <p><u>Skills and Abilities</u> Understanding of passenger profiling and character assessment and demonstrated ability to effectively work in teams. Must have effective communication skills.</p>
	An attractive Remuneration Package will be offered to successful candidate.
VACANCY NO 36/2017: EXECUTIVE OFFICER [REGISTRY]	
Position purpose:	Responsible for the controlling and coordination of registry by ensuring that records are effectively managed as per Registry procedures.
Key Responsibilities	Properly records, sorts and distributes/dispatches inward and outward mail, registration, opening of relevant files for all Permit applications and timely extraction of expired Permit files for Bond Processing
Person Specification	<p>Attainment of a Diploma in Management & Public Administration, Business Administration or equivalent from a recognized institution is desirable. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;</p> <p><u>Knowledge and Experience</u> At least 1 year experience serving in a Corporate/Administration setting</p> <p><u>Skills and Abilities</u> Knowledge of Microsoft (Word and Excel) Programmes and basic typing skills.</p>
	An attractive Remuneration Package will be offered to successful candidate.
VACANCY NO 37/2017: ASSISTANT ACCOUNTS OFFICER	
Position purpose:	Responsible for effective facilitation and decisions on revenue, purchasing, payment processing, commitment ledgers and control funding.
Key Responsibilities	Acts as a Revenue Collector, maintains RFA Reconciliation and conducts IDC Reconciliation
Person Specification	<p>Attainment of an Undergraduate Degree in Accounting/Finance/Commerce from a recognized institution is desirable. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;</p> <p><u>Knowledge and Experience</u> Knowledge of Microsoft (Word and Excel) Programmes and basic typing skills Must have basic accounting knowledge.</p> <p><u>Skills and Abilities</u> Demonstrated ability to effectively work in teams. Must be result focused and ability to meet tight deadlines</p>
	An attractive Remuneration Package will be offered to successful candidate.

VACANCY NO 38/2017: SECRETARY	
Position purpose:	Responsible for providing efficient and effective secretarial support services to the Director of Immigration.
Key Responsibilities	Provision of effective and efficient secretarial support to the office of Director of Immigration
Person Specification	Attainment Diploma in Management & Public Administration, Business Administration or equivalent from a recognized institution is desirable The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role; <u>Knowledge and Experience</u> Must have Secretarial knowledge and understanding <u>Skills and Abilities</u> Knowledge of Microsoft (Word and Excel) Programmes and basic typing skills.
	An attractive Remuneration Package will be offered to successful candidate.
VACANCY NO 39-41/2017: CLERICAL OFFICER [REGISTRY x 3] 42-43/2017: CLERICAL OFFICER [NADI, LABASA]	
Position purpose:	Ensures timely compilation and reporting on registry, admin and finance and transport returns.
Key Responsibilities	Acts as Revenue Collector and is responsible for Registry, Transport and admin monthly returns
Person Specification	In addition to a pass in Fiji Seventh Form Examination [FSFE] or Year 13, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role. <u>Knowledge and Experience</u> Basic understanding of information management. <u>Skills and Abilities</u> Demonstrated ability to work independently or in a team.
	An attractive Remuneration Package will be offered to successful candidate.
VACANCY NO 44/2017: CLERICAL OFFICER ACCOUNTS	
Position purpose:	To primary of the post is to ensure that all payment is vouchered before payment, proper recording of all expenditure in the Expenditure ledger, accordance with government rules and regulation.
Key Responsibilities	Acts as Revenue Collector and is responsible for timely payments of services rendered to the Department.
Person Specification	In addition to a pass in Fiji Seventh Form Examination [FSFE] or Year 13, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role. <u>Knowledge and Experience</u> At least one (1) year experience in a Corporate environment <u>Skills and Abilities</u> Demonstrated ability to work independently or in a team;
	An attractive Remuneration Package will be offered to successful candidate.
VACANCY NO 45/2017: DATA ENTRY OPERATOR [PERMITS]	
Position purpose:	Provision of administrative support to the Permits processing line.
Key Responsibilities	Ensures accurate typing of Permit letters and approvals.

Person Specification	<p>In addition to a pass in Fiji Seventh Form Examination [FSFE] or Year 13, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.</p> <p><u>Knowledge and Experience</u> At least one (1) year experience in a Corporate environment</p> <p><u>Skills and Abilities</u> Knowledge of Microsoft (Word and Excel) Programmes and basic typing skills.</p>
	An attractive Remuneration Package will be offered to successful candidate.
VACANCY NO 46/2017: CARETAKER – SAFEHOUSE	
Position purpose:	The position ensures that all maintenance and up keeping of the Safe House is maintained at all times
Key Responsibilities	Ensures cleanliness of the Safe house compound and detainee security and safety during the day
Person Specification	<p>In addition to a pass in Year 12 or equivalent the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.</p> <p><u>Knowledge and Experience:</u> Must have basic knowledge in safety and security operations</p> <p><u>Skills and Abilities:</u> Ability to work under minimal supervision and must have good temperament</p>
	An attractive Remuneration Package will be offered to successful candidate.
VACANCY NO 47/2017: DRIVER - LABASA	
Position purpose:	Responsible for the providing transportation needs for the Labasa office and must ensure hygienic condition, maintenance; servicing and reporting of vehicle are effectively maintained at all times.
Key Responsibility	Responsible for the timely provision of transportation needs for the Northern staffs in accordance with approved work programs.
Person Specification	<p>In addition to a pass in Fiji School Leaving Certificate with a valid license Group 2 & 4. Must produce LTA evidence for clean driving record for the past five (5) years and must have a valid Defensive Driving Certificate.</p> <p><u>Knowledge and Experience</u> Basic knowledge of Occupational Health and Safety issues.</p> <p><u>Skills and Abilities:</u> Demonstrated ability to be punctual and responsiveness to instructions Demonstrated ability to work under pressure</p>
	An attractive Remuneration Package will be offered to successful candidate.
Withdrawal of Vacancies	Vacancy No. 09/2017: Cleaner

Personal Character - and Eligibility - Applicants for employment in the Department of Immigration must be Fijian Citizen, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

Contracts up to 5 years will be offered to the successful candidate.

The Department of Immigration will establish a “Pool” with one (1) year validity based on Order of Merit for selection analysis in future vacancies.

Applications with full curriculum vitae, certified certificates, shall be addressed to:

The Permanent Secretary
Office the Prime Minister, Sugar Industry and Immigration
P.O Box 2224
Government Buildings
SUVA

The closing date for submitting applications for the position is 4pm, 21st July, 2017 and LATE APPLICATIONS WILL NOT BE ACCEPTED. Applications without the requirements shall not be considered.

Applicants should refer to the full Job Description on www.immigration.gov.fj for further details on duties and the person specifications. Further enquiries may be directed to Ms. Laleena Devi on telephone 3312622 extension 326105; mobile 9906416 or email laleena.devi@immi.gov.fj or Ms. Kelera Whippy on telephone 3312622 extension 326106; mobile 8903182 or email ktuilaucala@immi.gov.fj.

Yogesh J. Karan

**PERMANENT SECRETARY FOR OFFICE OF THE PRIME MINISTER, SUGAR INDUSTRY AND
IMMIGRATION**