



Department of Immigration

Office of the Prime Minister, Sugar Industry and Immigration



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G.P.O.Box 2224, Government Buildings, Suva

JOB DESCRIPTION:

ASSISTANT IMMIGRATION OFFICER BORDER

CORPORATE INFORMATION

1. **Position Level:** IM04
2. **Salary Range:** Band E
3. **Duty Station:** NAUSORI AIRPORT
4. **Reporting Responsibilities:**
 - a) **Reports To:** Senior Immigration Officer Border
 - b) **Liaises With:** DOI, Ministry of Defense: Minister and PS's PA; Ministry of Foreign Affairs, Fiji's Foreign Missions, Travel Agents, Members of the Public, Courier companies (EMS/UPS/CDP/DHL/TNT)
 - c) **Subordinates:** Nil

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.

Coordinate the submission of key reports on all investigation/inspections carried out on any complaint or suspicious breach of Immigration Laws; *and*

Manage resources and ensure proper execution on the removal of illegal immigrants from the country.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators;

1. Ensure the effectiveness and timely data entry for all arriving and departing passengers done by PLO.
2. Ensure effective and efficient immigration clearance during aircraft clearance.
3. Effectively maintain, update and report on the daily, weekly and monthly activities happening at the Nausori International Airport operations.
4. Effectively communicate and retain professional customer relationship between airline and other travel agencies.
5. Effectively maintain update and report on passengers registers on a daily basis.

6. Ensure that all IBMS end users are aware of the new changes that have been deployed to the system.
7. Ensure highest level of professionalism when dealing with referred cases/passengers at the Border.

PERSON SPECIFICATION

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;

Knowledge and Experience

Good understanding of the Immigration Act 2003 or other similar legislation with the ability to rapidly learn new legislation

Skills and Abilities

Demonstrated ability to produce effective Good writing skills

Sound judgment and discretion skills

Effective Time Management to achieve goal

Knowledge of Microsoft (Word and Excel) Programmes and basic typing skills

Personal Character and Eligibility

Applicants for employment within the Fiji Civil Service must be Fijian Citizens, under the age of 55, in sound health with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance prior as a condition of employment.

The Department of Immigration is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, skills and experience abilities for the job will be considered in assessing the relative suitability of applicants.