



Department of Immigration
Office of the Prime Minister, Sugar Industry and
Immigration



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<http://www.immigration.gov.fj>

JOB DESCRIPTION: Caretaker, Immigration Safe House

CORPORATE INFORMATION

- | | |
|---------------------------------------|--|
| 1. Position Level: | Wage Earner |
| 2. Salary Range: | \$5.37/hr |
| 3. Duty Station: | Nadi |
| 4. Reporting Responsibilities: | |
| a) Reports To: | Senior Immigration Officer – W |
| b) Liaises With: | Immigration Officers of Compliance & Investigation Section |
| c) Subordinates: | None |

POSITION PURPOSE

The primary role of the position is to safeguard the detainees at Immigration safe house and ensure cleanliness of the premises, inventory and food ration management.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Ensure the safety and cleanliness of the building/safe house is maintained at all times;
2. Ensure that the safety and well-being of foreigners housed at the safe house is maintained at all times;
3. Timely updates manager Compliance is immediately informed of any emergency cases;
4. Timely updating of inventory;
5. Monitor food ration and prepare meals for foreigners housed at safe house.

PERSON SPECIFICATION

- Pass in Secondary School examination
- Medically Fit

Knowledge and Experience

1. The position of Driver requires the incumbent to have complete knowledge of the duties involved.
The incumbent should be:
 - Good staff inter-relation, communication skills, team work and be flexible and approachable;
 - Attitude should be client oriented and outcome focused motivated, patience and committed to task performed.

Skills and Abilities

1. Demonstrated ability to work on shift basis;
2. Demonstrated ability to work under minimum supervision; *and*

3. Must have ability to work in a diverse environment and demonstrated ability to contribute to sectional goals.

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.