



JOB DESCRIPTION:

CLERICAL OFFICER

CORPORATE INFORMATION

1. **Position Level:** SSO5
2. **Salary Range:** Band C
3. **Duty Station:** Registry, Nadi Labasa
4. **Reporting Responsibilities:**
 - a) **Reports To:** Executive Officer Registry/Senior Immigration Officer
 - b) **Liases With:** DOI, Govt. Departments, Courier – EMS, Investors, Firms and Members of the Public.
 - c) **Subordinates:** Nil

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; Received Bond Refund request & permit cancellation request applications, register in the registered book, retrieve files and mark to Bond Officer for processing.
Print travel history of expired permit files, attached, and batched it as closed batched for exemption, return ticket, insurance bond, and organization bond and batched the cash bond and bank bond as bond batch to await refunds. The records are updated in the provided excel. Marked over stayer files to compliance for investigation.
Assist in counter service and telephone enquiries.
Assist in file away of active and approve pending files.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators;

Effective registry procedure and timelines met
Effective leave management on a daily basis
Timely submission of corporate report to PAS by 5th of every month
Submission of vehicle return to Ministry of Economy by 5th of every month

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.

Knowledge and Experience

Basic understanding of information management.
Understanding of registry and Microsoft application (Word and Excel)

Skills and Abilities

Demonstrated ability to work independently or in a team;
Demonstrated ability to analyse figures and produce a quality report;
Demonstrated ability to organize work; *and*
Must be customer oriented

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.