



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



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[://www.immigration.gov.fj](http://www.immigration.gov.fj)

JOB DESCRIPTION: DATA ENTRY OPERATOR [PERMITS]

CORPORATE INFORMATION

1. **Position Level:** SS05
2. **Salary Range:** Band C
3. **Duty Station:** Suva
4. **Reporting Responsibilities:**
 - a) **Reports To:** Senior Immigration Officer Permits
 - b) **Liaises With:** DOI, OPM: Minister and PS's PA;
 - c) **Subordinates:** Immigration Officer Permits

POSITION PURPOSE

Provision of administrative support to the Permits processing line.

KEY RESPONSIBILITIES

Ensures accurate typing of all Permit letters and approvals.

Issues Permit letters at the counter

Attend to telephone queries and any other duties assigned by the Supervisor.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators;

Effective and timely printing of Permits letters and approvals within Departmental timelines;

Effective and efficient issuance of all types of Permits

Communicate and retain professional customer relationship.

Maintain update and report on Permits prints and issuance on a weekly, monthly and quarterly basis.

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

At least one (1) year experience in a Corporate environment

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

Skills and Abilities

Ability to check and correct information errors;

Demonstrated team work abilities;

Must be an effective communicator; and
Must be customer oriented.
Excellent customers service skills.
Ability to work under pressure

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.