



DEPARTMENT OF IMMIGRATION

JOB DESCRIPTION: DEPUTY DIRECTOR OF IMMIGRATION

CORPORATE INFORMATION

1. Position Level: US04
 1. Salary Range: J
2. Duty Station: Suva
3. Reporting Responsibilities;
 - a) **Reports To:** Director of Immigration
 - b) **Liases with:** Permanent Secretary for Immigration
Office of the Prime Minister, Government Ministries and Department, Foreign Missions, Embassies, FRCA, Shipping Agents, Travel Agents, Airlines, Courier companies (EMS/UPS/CDP/DHL/TNT), Supplies of Goods and Services and Members of the Public
 - c) **Subordinates:** All staff in the Department

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 DUTIES

KEY RESPONSIBILITIES

The position will achieve its purpose through the following;

1. Provision of proper and timely advice to the Director of Immigration on any administration and policy matters relating to Immigration.
2. To support and improve service delivery by providing quality and effective services to the Department's clientele.
3. 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.
4. To develop human resources in the technical cadre through relevant immigration training and ensuring optimum use of limited resources by complying with rules and regulation.



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KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators;

1. Standards, guidelines, procedures and approaches for the implementation of Permanent Secretary constitutional responsibilities are established, implemented and monitored;
2. All policy proposals received from relevant stakeholders, clients are analysed and processed within agreed service standards and timelines;

PERSON SPECIFICATION

In addition to Post graduate qualifications (or equivalent) in public policy, public administration, human resource management or similar the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

In addition to Masters in Management & Public Administration, Business or equivalent relevant senior supervisory experience, the successful applicant will have the following:

Knowledge and Experience

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

Skills and Abilities

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.



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Demonstrated ability to develop and implement service standards, ensuring accountability of staff and responsiveness to client needs and timelines, within legislated requirements.

Ability to utilise computers and appropriate software to achieve organizational goals.

Personal Character and Eligibility

Applicants for employment in the Ministry of Civil Service must be Fijian Citizens, 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.

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