



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



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[http://www.immigrati
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JOB DESCRIPTION: DIRECTOR OF IMMIGRATION

CORPORATE INFORMATION

1. **Position Level:** US03
2. **Salary Range:** Band L
3. **Duty Station:** Suva Headquarters
4. **Reporting Responsibilities:**
 - a) **Reports To:** Permanent Secretary, Office of the Prime Minister
 - b) **Liases With:** Office of the Prime Minister; Ministry of Defence, Ministry of Finance, Office of the Attorney General, FIRCA, Fiji Police Force, RFMF, ICAO, PIDC, IOM, Foreign Embassies, Global Forum for Migration Development and stakeholders.
 - c) **Subordinates:** All staffs in the Department

POSITION PURPOSE

The position of the Director of Immigration ensures that the Department effectively carried out its statutory functions under the Immigration Act 2003, Passport Act 2002, the Citizenship Decree 23/2009 and their respective regulations. Apart from the above, the position also responsible to the following international conventions and standards which are also relevant to Immigration work:

UN Convention on Refugee;
UN Convention on Transnational's organized Crime and it Protocols (TIP)
ILO Conventions (Labour Mobility)
ICAO (Passports and other Travel Documents)

The position is responsible to the Permanent Secretary and the Hon Minister of the Office of the Prime Minister and is to provide policy advice on all Immigration matters. The incumbent will carry out the statutory functions under the respective laws, regulation and policies. The incumbent also ensures that the Department contributes to the maintaining of Security, peace and order in the country.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following;

Oversee the management, monitoring and reporting of the Department's outcomes and outputs delivery in accordance with the Business Plan, Ministry's Corporate Plan and National Goals. Responsible for the

Management of Budgetary Allocation and provide timely advise to the Hon Minister, Permanent Secretary, stakeholders and clients on Immigration matters. Effective administration of the Immigration Laws and policies and develop/review and implement effective policies and programmes that are consistent with the government and international conventions.

Ensures capacities and capabilities within are shaped to deal with any Immigration issue.

PERSON SPECIFICATION

In addition to a Masters in Management, Public Administration or equivalent relevant senior management experience, the successful applicant will have:

Knowledge and Experience:

1. Proven success leading a technical team and ensuring delivery of legislated requirements.
2. Extensive knowledge of public administration with the ability to rapidly understand and implement the requirements of the relevant legislation, with proper consideration of the implications and outcomes of such administration.
3. At least 5 years successful experience analyzing policy proposals and providing high level brief to Executive Management;
4. Thorough knowledge and acquired relevant experience in strategic planning and annual budget Preparation and execution;
5. Sound knowledge of public administration and finance policy and practice.

Skills and Abilities:

1. Demonstrated ability to lead and manage a team of technical specialists, ensuring consistent adherence to legislative requirements
2. Ability to provide visionary leadership with and strategically thinking taking operations to a global perspective
3. Demonstrated ability to inspire and motivate staff to perform and deliver;
4. Ability to lead and motivate a team of high achieving and ambitious direct reports.

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.