



Department of Immigration

Office of the Prime Minister, Sugar Industry and Immigration



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

JOB DESCRIPTION: IMMIGRATION INSPECTOR

CORPORATE INFORMATION

1. **Position Level:** IM05
2. **Salary Range:** Band D
3. **Duty Station:** Permits, Nadi, Passport, Compliance
4. **Reporting Responsibilities:**
 - a) **Reports To:** Senior Immigration Officer
 - b) **Liases With:** DOI, Office of the Prime Minister
Ministry of Defense: Minister and PS's PA;
Ministry of Foreign Affairs, Fiji's Foreign Missions, Travel Agents, Members of the Public, Courier companies (EMS/UPS/CDP/DHL/TNT)
 - c) **Subordinates:** Nil

POSITION PURPOSE

Responsible for checking, verifications and processing of immigration applications and attend to referral cases referred by Primary Line Officers.

KEY RESPONSIBILITIES

1. Conducts Advanced Profiling of passengers prior to the landing of all vessels, assesses all referral cases referred by the Primary Line Officers and processes immigration applications.
2. Ensure all flights passenger are correctly maintained, balanced and cleared by PLO.
3. Assessment of all passenger referrals to Immigration for Interview, verification of status, passport examination and verification, Controversial List verification entry and deactivation, passenger and luggage search, and identification, arrest and or detention of all illegal migrants and or prohibited immigrants.
4. Process work permits (short and long term permits), permit to reside, permanent residence permit, passport applications, visitor's permit extension, exemption permit, vet process and issue visa, and vet citizenship applications.
5. Compiling daily morning reports and briefs to Manager
6. Providing advise when need arises to Primary Line Officer
7. Providing sound advise to the public, vetting and processing of Visitors Permit Extension, Authority to Study and Work while on counter service.
8. Vetting, processing and issuing of Travel History and other search enquiries.
9. Assist in escorting inadmissible passengers
10. Prepare and submit daily statistics on the number of passengers arriving and departing our shores

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators;

Effective and timely data entry and reporting within Departmental timelines;

Apply knowledge and skills in various situations to correctly interpret and advise clients in line with the Immigration Act 2003

Evaluate travel documents and differentiate genuine from fake.

Conduct profiling of passengers. Be able to assess character to differentiate migrant types.

Able to obey and follow orders at all times.

Work long and odd hours [Shift Work].

PERSON SPECIFICATION

Attainment of Fiji Seventh Form Examination [FSFE] or equivalent is desirable. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;

Knowledge and Experience

Basic knowledge of the Immigration Act 2003, or other legislation with the ability to rapidly acquire knowledge of new legislation

Skills and Abilities

Understanding of passenger profiling and character assessment.

Demonstrated ability to effectively work in teams.

Must have effective communication skills.

Demonstrated ability to produce effective Good writing skills

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.