



Fiji Immigration Department
Office of the Prime Minister, Sugar Industry & Immigration



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

JOB DESCRIPTION: SENIOR IMMIGRATION OFFICER

CORPORATE INFORMATION

1. **Position Level:** IM02
2. **Salary Range:** Band H
3. **Duty Station:** Suva, Permits & Visa, Passport & Citizenship, Northern, Compliance & Investigation, Border Control, Research & Development
4. **Reporting Responsibilities:**
 - a) **Reports To:** Deputy Director of Immigration
 - b) **Liaises With:** DOI, Ministry of Defense: Minister and PS's PA; Ministry of Foreign Affairs, Fiji's Foreign Missions, Shipping Agents, Members of the Public, AFL, Port Fiji Limited, FRCA, BAF, MOH, Bureau of Statistics & Government Printing
 - c) **Subordinates:** May vary according to location

POSITION PURPOSE

Responsible for the continuity of workflow and smooth operations in the respective Divisions and ensures all cases referred by the Immigration Officers are facilitated in accordance with the Immigration Acts and Legislation.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following;

Proper facilitation at the Border of all inbound and outbound aircraft/vessel including passengers and crew and ensuring the prevention,
Detecting and deterring of illegal border crossing.
Reviews Asylum Seeker and Refugee Policies.
Develop logistics plan and programmes in accordance with relevant rules and legislation and review SOPs to enhance daily processes in respective Divisions.
Process appeal applications

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators;

1. Effective and efficient monitoring and administration of clearance of all aircraft/ships into and out of Nadi, Lautoka and its sufferance ports.
2. Effective and efficient Coordination, supervision and administration of investigations, detention and removal of illegal immigrants and operation of detention center and refugee determination;
3. Approve online immigration applications
4. Effective and efficient management of human resources.
5. Compliance of financial regulations/procedures.
6. Ensure efficient submission of the sections reports. (monthly, quarterly and annually)
7. Effective management of referral procedures at the border in consultation with Director of Immigration, Managers, Referral Officers and Primary Line Officers;
8. Effective and efficient investigations/inspections on any complaints or suspicious breach of Immigration Laws;
9. Effective and efficient Apprehension, Detainment & Removal of all Illegal Immigrants;
10. Submits and present briefings and reports on research and policy recommendations to Management;
11. Monitors and ensures successful completion of all research conducted;
12. Successfully install security software protocols for research projects;

PERSON SPECIFICATION

In addition to an Undergraduate Degree in Management & Public Administration, Business Administration or equivalent relevant experience the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;

Knowledge and Experience

Sound knowledge of the Immigration Act 2003;

Significant experience in a customer facing role, implementing border control and/or immigration requirements within the specified legislation;

Sound underpinning knowledge of the requirements for sound border control, with significant experience implementing and practicing these requirements.

Ability to integrate functions and assessing plans from a long term perspective.

For Senior Immigration Officer R&D the following KE also applies;

Sound knowledge of Project Management;

Proven ability and sound knowledge of successfully providing, implementing, reviewing quality research recommendations and reports.

Skills and Abilities

Demonstrated success in communicating with people from diverse backgrounds

Demonstrated ability to investigate, analyse and provide recommendations on specific legislative requirements, preferably in the border security or immigration field

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

For Senior Immigration Officer R&D the following SA also applies;

Demonstrated ability to interpret qualitative and quantitative data;

Must have at least completed modules in Trainer of Trainers Certificate Modules I-IV or equivalent.

Demonstrated ability to lead a team of professional researchers.

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.