



## RS FORM 2 - JOB DESCRIPTION

### **SECTION A – POSITION DETAILS**

**MINISTRY/AGENCY/OFFICE:** Ministry of Commerce, Industry, Labour & Immigration

**DIVISION/SECTION:** Administrations (Executive) **DUTY STATION:** Honiara

**POSITION NUMBER (HRMIS):** 284-00019

**MINISTRY VACANCY REF:** MCILI

**POSITION TITLE:** Director of Immigration

**POSITION LEVEL:** SS3.1

**SALARY RANGE:** \$4,530.58 to \$5,463.67 / fortnight

**THIS POSITION REPORTS TO:** Permanent Secretary & Deputy secretaries

**THIS POSITION SUPERVISES:** Deputy Director Immigration

### **SECTION B - SCOPE OF DUTIES**

The Director of Immigration shall be responsible to oversee the overall role and responsibility of this executive position and area of works including Management, Planning, formulating, implementing, consultation Delegating, justification and negotiation, Coordination, supervising, evaluating, Disciplining and effective machinery for Immigration laws.

### **SECTION C - KEY DUTIES**

*The Officer will be required to:*

1. Oversee the overall supervisory function of the division and management of the office and administer the immigration rules and legislations.
2. Ensure that the Permanent Secretary is kept promptly and fully informed of developments on all areas within the Division and to executive directives issued from time to time by the Minister
3. Formulate and supervise the drawing up of any policy changes and review Immigration laws affecting the Division in consultation with the Permanent Secretary and the Attorney General Chambers.
4. Responsible for providing the Minister with full detailed reasons for actions taken by himself and all Immigration officers in respect of which appeal have been made to the Minister.
5. Assist the Financial Controller/Human Resource Manager in drawing up of the Division Estimates, Manpower Establishment and the Coordination and preparation of any capital project affecting the Division.
6. Coordinate training for Immigrations and examine all Statutory powers where appropriately vested by law and delegate in the normal manner some of the powers to subordinates where necessary.



7. Responsible to compile Annual Reports, and draw up Corporate Plan, Annual Work Plan for the Division and other duties delegated by the Permanent Secretary from time to time.
8. Attend to other duties as directed by the Permanent Secretary from time to time.

#### **SECTION D - KEY DELIVERABLES**

***Successful performance of the duties will be indicated by:***

1. Disciplined and well managed Divisions/organisation
2. Continued review of Immigration Act.
3. Relevant Immigration laws and rules have continuously adhered to and enforced
4. Paclii. website updated regularly
5. Budget allocation well controlled and spend
6. Staff morale high and confident in their performance
7. 100% attendance (unless on authorised leave) and compliance with Code of Conduct

#### **SECTION E – QUALIFICATIONS AND CAPABILITIES**

##### **Mandatory Qualifications**

- 1) Master's Degree in Law or Legal Affairs, management and administration, Industrial Relations and other fields related to border management system and migration.
- 2) Serves in the Public Service for more than 10 years
- 3) Perform at Senior or higher-level responsibilities for more than 5 years.
- 4) Higher level of computing skills
- 5) Abide by Public Service principles and code of Conducts

##### **Desirable Qualifications**

- 1) Postgraduate diploma in legal Studies, Border management, Public administration & Management and other related fields
- 2) 10 and above years serve in the public Service sectors
- 3) Hold Deputy Director or acting for 2 years and above
- 4) Excellent level in computer Skills
- 5) Abide by the Public Service rules and regulation, Code of Conducts etc

#### **SECTION F - KEY SELECTION CRITERIA**

**Suitability for this position will be assessed against the following key selection criteria:**

##### **Experience:**

- KSC1.** At least 10 years' experience in Immigration and legal services
- KSC2.** Good track record in capacity building of government officials
- KSC3.** Relevant experience in handling inter-governmental relations



**Knowledge:**

**KSC4.** Good understanding of Immigration laws, legislation, and procedures

**KSC5.** Ability to formulate Policies and Strategies

**KSC6.** Good understanding of Constitutions, Public Service Acts including – GOs, FIs, conduct of conduct

**Skills and ability:**

**KSC7.** Ability to conceptualise complex governance issues

**KSC8.** Ability to design capacity-building strategies of Immigration Officers/leaders for a better understanding of their roles and responsibilities for effective service delivery.

**KSC9.** Ability to understand and comply with the Public service Code of conduct and follow all other laws, policies and procedures which relate to the improving gender equality and creating safer workplaces.

**SECTION G - TERMS AND CONDITIONS**

**Fortnightly Salary:** \$4,530.58 to \$5,463.67 **Annual Salary:** \$117,795.03 to \$142,055.53

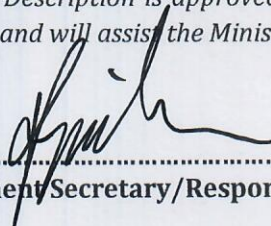
**Annual Leave entitlement:** 28 days

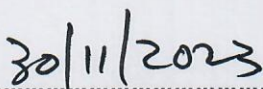
**Other Conditions of Service relevant to this position:** as stipulated in the agreement of service on appointment.

- *Special duty allowances*
- *Housing allowances at 10% of basic salary*
- *Rental eligibility on monthly basis after probationary period*

**SECTION H - APPROVAL (Business use only)**

*This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:*

  
.....  
**Permanent Secretary/Responsible Officer**

  
.....  
**Date Approved**

*Additional Comments:*