



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

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

DIVISION/SECTION: Immigration Division

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): 288-00127

MINISTRY VACANCY REF: MCILI 07/2023

POSITION TITLE: Immigration Officer Seaport (Honiara International Seaport)

POSITION LEVEL: Level 6/7

SALARY RANGE: \$1,544.17 - \$1,848.59

THIS POSITION REPORTS TO: Principal immigration Officer

THIS POSITION SUPERVISES: N/A

SECTION B - SCOPE OF DUTIES

The Immigration division is mandated to provide effective and efficient services to both non-citizens and citizens by issuing legal travel documents and entry permits sustainably with up to date technologies in accordance with relevant acts, regulations and government policies.

This position will contribute to the implementation of functions and objectives of this Ministry by safeguarding the national security and sovereignty, and its contributions towards the economic growth of the country.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- 1) Carry out clearance on persons intending to:
 - Disembark from Vessels or Yachts at Honiara International seaport
 - Embark on board vessels or yachts departing on overseas trips at Honiara International seaport.
- 2) Maintaining a register on all vessels and yachts cleared at Honiara International seaport for record keeping purposes and make sure all entries of vessels-yachts crews and passengers don't exceed their short term visa entitlements.
- 3) Responsible to charge agents and vessel owners the clearance fee.
- 4) Assist to compile data and information needed for weekly, Monthly and Quarterly reports and forwarded to the Principal Immigration officer (Border Control)
- 5) Interrogate persons arriving from overseas at Honiara seaport who are suspected of being prohibited, undesirable and restricted persons.
- 6) Attend to queries of the public on matters relating to Honiara International seaport and Border Control.

- 7) Responsible to report to the Senior Immigration officer (Border Control) on incidents at the Honiara International seaport.
- 8) Responsible for inputting all information on person(s) arriving and departing overseas on vessels or yachts into a computer or data base system.
- 9) Perform other duties as from time to time delegated by the responsible officer.

SECTION D - KEY DELIVERABLES

The incumbent of this position will have their performance assessed according to following key deliverables:

1. Responsible for Carry out clearance in timely manner
2. To Maintain a register on all vessels and yachts cleared at Honiara International seaport
3. Responsible to charge agents and vessel owners the clearance fee.
4. Assist to compile data and information needed for weekly, Monthly and Quarterly reports.
5. Interrogate persons being prohibited, undesirable and restricted persons.
6. Provide customer Service to the public on matters relating to Honiara International seaport and Border Control.
7. Provide report to the Senior Immigration officer (Border Control) on incidents at the Honiara International seaport.
8. Provide data for Inbound and outbound person into a computer system.
9. Perform other duties as from time to time delegated by the responsible officer.
10. 100% attendance (unless on authorised leave) and compliance with Code of Conduct

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- Diploma in Business administration/management from the recognised Institution, 1 or 2 year work experience in similar fields

Desirable Qualifications

- Diploma/Bachelor in Public Administration in business with wide knowledge, experience and the right attitude towards customer service or similar discipline.

Capabilities Required

- Demonstrate ability to work with minimum supervision.
- Leadership capabilities
- Excellent communication skills (written and verbal)
- Administration organisation skills.
- Excellent behaviours and attitudes to work with in a border enforcement and law enforcement environment.

SECTION F - KEY SELECTION CRITERIA

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

- KSC1. Diploma in Business administration/management from the recognised Institution, 1 or 2-year work experience in similar fields.
- KSC2. Excellent verbal and interpersonal communication skills
- KSC3. Good Management, design, and development of Immigration border management system,
- KSC4. Ability to Manage and development Immigration Border Management System
- KSC5. Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$1, 544.17 - \$1,848.59

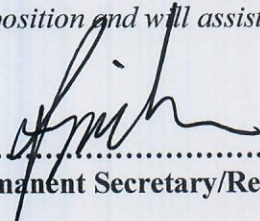
Annual Salary: \$40,148.34 - \$48,063.39

Annual Leave entitlement: (28 days)

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

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

30/11/2023

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Date Approved

Additional Comments: