



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

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

DIVISION/SECTION: Border Control

DUTY STATION: Western Sector

POSITION NUMBER (HRMIS): 288-00033

MINISTRY VACANCY REF:

POSITION TITLE: Immigration Officer – Western Border 1

POSITION LEVEL: Level 6/7

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

THIS POSITION REPORTS TO: Chief Immigration Officer/Border control

THIS POSITION SUPERVISES: Nil

SECTION B - SCOPE OF DUTIES

The Ministry of Commerce, Industry, Labour and Immigration (MCILI) is mandated to ensure facilitation of investments, creation of employment, immigration, promotion and development of indigenous businesses and protection of our resources, placing high priority in Productive Sector Reform on Trade, Commerce, Labour and Immigration.

The Division of Immigration Division supports the MCILI to do this by enforcing Solomon Islands Laws (Immigration Act, 2012) with integrity and strive to achieve highest standards in the duties we perform, the professionalism we display and the service we render with the overall objective of facilitating legitimate travellers without compromising national security.

This position will contribute to the corporate functions and objectives of this Ministry by developing a professional, effective and efficient immigration service for facilitating legitimate travellers while ensuring national security

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- 1) Carry out normal clearance on person(s) intending to:
 - a) Disembark from ships or yachts arriving at Gizo, Western Seaport or Airport respectively.
 - b) Embark on board aircrafts, ships or yachts departing on overseas trips at Gizo/Munda, seaport or Airport.
- 2) Maintain a registry on all aircrafts, ships or yachts cleared at Gizo ports of entries and ensure they do not exceed their visitor's permit entitlements
- 3) Compile data and information needed for Weekly, Monthly and Quarterly reports for western and forward them to the CIO (Control) through the SIO (Western Sector).
- 4) Responsible for Safe- keeping of all Divisional equipment's and assets such as computers,

- 5) Interrogate person(s) arriving for overseas at Gizo/Munda, Western ports of entry who are suspected of being prohibited immigrants, undesirable of destitute persons, and refuse clearance or entry as the case may be.
- 6) Maintain an up-to-date list on yachts arriving in Solomon Islands in liaison with the Police and Department of Customs and notify the responsible officers any person(s) arriving on such yachts.
- 7) Attend to queries in the office on general matters related to the Control Unit and Immigrations.
- 8) Report on timely basis to the SIO (Western Sector) on happenings at the ports of entry under his responsibility.
- 9) Refer persons overstaying or breaching the condition of their residence, student and visitor's permit to responsible officer for investigation and prosecution.
- 10) Solely responsible to keep records and make follow-ups with the Shipping Agents in Solomon Islands on the clearance charges and to ensure payments are made to the responsible offices.
- 11) Perform other duties as may be from time to time be 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 investigation, prosecution, monitoring and intelligent information collection and sharing.
- 2) Responsible for border compliance and removal of non-citizens breaching the Immigration law, and the Passport Act (Cap.61)
- 3) Responsible to liaise and collaborate with government and law enforcement stakeholders enforcing the Immigration laws.
- 4) Responsible to attend national operations, including attending International seaport and airport clearances.
- 5) Responsible for keeping Immigration data, information, registration and maintaining the office data information.
- 6) 100% attendance (unless on authorised leave) and compliance with Code of Conduct

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- Diploma in Business Administration or Finance

Desirable Qualifications

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

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 /degree in Business Administration and management, Industrial relations from the recognised institutions1 or 2 year work experience in similar fields
- KSC2. Excellent verbal and interpersonal communication skills

KSC3. Good organisation skills

KSC4. Ability to work as a team and to use initiatives

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

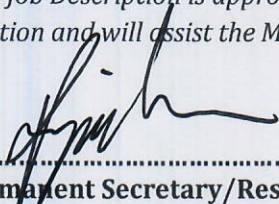
Fortnightly Salary: \$1,544.17- \$1,838.66 Annual Salary: \$40,148.34- \$48,063.39

Annual Leave entitlement: (36 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:


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Permanent Secretary/Responsible Officer


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Date Approved

Additional Comments: