

Opening Date: 1 August 2017
Closing Date: 24 August 2017
Location: Tortola
Vacancy Notice No. PO/04/2017
Job Classification: Grade 04/06
Ministry/Department/Unit: Immigration Department
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$19,440 - \$36,184** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE Immigration Officer I/II

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will assist with day to day activities of the Department to ensure enforcement of the Immigration and Passport Ordinance.

MAIN RESPONSIBILITIES

1. Inspect passengers entering the Territory to ensure adherence to the Immigration and Passport Ordinance.
2. Assist in the detention and repatriation of illegal entrants in order to enforce the Immigration and Passport Ordinance.
3. Assist in completing daily incoming and outgoing summaries of passengers and vessels in order to facilitate effective record management.
4. Record the sales of embarkation cards, all cheques received and in the preparation of daily and monthly invoices from vessels in respect to overtime payments to ensure accurate financial reporting.
5. Assist with maintaining accurate records of all persons who are refused entry in order to monitor the impact of the Immigration and Passport Ordinance.
6. Prepare relevant reports on activities of the assigned area.
7. Supervise assigned staff.
8. Perform any other related duties as required by Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the Department.

BEHAVIOURAL COMPETENCIES

1. Manages your own resources and professional development
2. Manages self to model behaviour in meeting organisational standards
3. Manages your time effectively
4. Ensures health and safety requirements are met in your area
5. Develops the trust and support of colleagues and stakeholders

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Associate's Degree in General Studies, Criminal Justice, Law Enforcement or a related area
- Two (2) years related experience
- Good to sound knowledge of Government structure, policies and procedures
- Good to sound knowledge of applicable policies, regulations and laws
- Good to sound knowledge of interviewing/interrogation and investigative procedures
- Skilled in smuggling theory and identifying fraudulent documents
- Basic to sound knowledge of the use of standard office equipment
- Basic to sound analytical and decision making skills
- Good to sound interpersonal skills
- Good to sound oral and written communication skills
- Good supervisory skills

HOW TO APPLY

All applications for employment must be submitted to the address provided below by the job closing date.

Agency:

**Permanent Secretary
Premier's Office
Central Administration Complex
Road Town, Tortola VG 1110
British Virgin Islands**

Or by email: www.hrdbvi@gov.vg

Applicants should submit the Employment Application (available at: www.bvi.gov.vg); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/diplomas/licenses, along with a police certificate from your place of residency.

Important Notice: Qualified candidates who are considered for potential employment with the Government of the Virgin Islands may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify an individual from employment with the Government of the Virgin Islands.