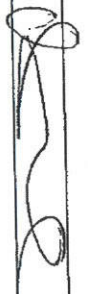


**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

1. Ministry: Ministry of Foreign Affairs and Immigration	3. Salary Level: L 4	4. Division: Immigration
2. Position Title: Director	6. Direct Reports: Deputy Director of Immigration	
5. Reports To: Secretary / Principal Immigration Officer		
7. Primary Objective of the Position: Oversees the overall operation of the Division with sound leadership based on integrity at the highest level		
8. Position Overview		
9. Financial: NA		
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> <li>• Deputy Director of Immigration</li> <li>• Senior Immigration Officer</li> <li>• Immigration Officer</li> <li>• Assistant Senior Immigration Officer</li> <li>• Control agencies</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>• Day to day operation of the Division</li> </ul>	<p>10. Legal: Diplomatic Privileges- Vienna Convention Act 1996 (revised 2004)</p> <ul style="list-style-type: none"> <li>: Consular Relations- Vienna Conventions Act 1999</li> <li>: Foreign Representative- Privileges and Immunities Act 1967 (revised 1995)</li> <li>: International Organisations- Privileges and Immunities Act 1992</li> <li>: Diplomatic and Consular Officers - Oath and Fees Act (Revised in 1988)</li> <li>: Chemical Weapon Act 2005</li> <li>: Passport act</li> <li>: Immigration ordinance</li> <li>: Citizenship act</li> </ul>	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> <li>• Head of other boarder control agencies</li> <li>• Police service, office of the Civil Registrar, Secretary to the Citizenship Committee</li> <li>• Secretariat of the Foreign Investment Committee.</li> <li>• PIO, Minister</li> <li>• ICAO, CLAG members</li> <li>• Other regional and international Immigration and boarder bodies</li> </ul>


*This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.*

Approved by: 	Date of Issue: 28/05/16
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**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

	<p>7. Submission of Appeals to the Minister of the Principal Immigration Officer; 8. Preparation and submission of annual reports to the Principal Immigration Officer 9. Perform any duties assigned to him/her by the Minister or the Principal Immigration Officer.</p>	<p>6. Willingness to accept duties as assigned to him or her by the Secretary or the Office in Charge.</p>
<p><b>14. Key Challenges</b></p> <ul style="list-style-type: none"> <li>• Application of the Immigration Regulation and the Passport without fail;</li> <li>• Bringing up to par and maintaining the Level of work of the Division consistent and in compliance with ICAD requirements;</li> <li>• Continuous monitoring and improvement of relevant regulations and legislations to be consistent with international commitments;</li> <li>• Keeping Staff motivated;</li> <li>• Working within the budget;</li> </ul>	<p><b>14. Selection Criteria</b></p> <p><b>14.1 PQR (Position Qualification Requirement):</b> Education: A Post Graduate Qualification in Policing/ Management plus 5 years relevant work experience at senior management level or 7 years relevant work experience at middle management level;</p> <p><b>14.2 Key Attributes (Personal Qualities):</b> Knowledge</p> <ul style="list-style-type: none"> <li>• Proficient in both written and spoken of Kiribati and English</li> <li>• Law and Government</li> <li>• Public Safety and Security</li> <li>• Psychology</li> <li>• Customer and Personal Service</li> <li>• Computers and Electronics</li> <li>• Administration and Management</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Judgement and decision making</li> <li>• Active Listening</li> <li>• Critical thinking</li> <li>• Speaking</li> <li>• Reading Comprehension</li> <li>• Social Perceptiveness</li> </ul>	

*This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.*

Approved by: 	Date of Issue: 28/5/12
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