

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

<b>1. Ministry:</b> Ministry of Foreign Affairs and Immigration	
<b>2. Position Title:</b> Immigration Officer	<b>3. Salary Level:</b> L 15-14
<b>4. Division:</b> Immigration	
<b>5. Reports To:</b> Senior Immigration Officer	<b>6. Direct Reports:</b> Assistant Immigration Officer
<b>7. Primary Objective of the Position:</b> Directly assist the Senior Immigration Officer to Provide Immigration Services, to monitor and execute the Immigration Ordinance and the duties therein. Assist the General public in Immigration enquires and issue of passports.	
<b>8. Position Overview</b>	
<b>9. Financial:</b> NA	<b>10. Legal:</b> Diplomatic Privileges- Vienna Convention Act 1996 (revised 2004) : Consular Relations- Vienna Conventions Act 1999 : Foreign Representative- Privileges and Immunities Act 1967 (revised 1995) : International Organisations- Privileges and Immunities Act 1992 : Diplomatic and Consular Officers – Oath and Fees Act (Revised in 1988) : Chemical Weapon Act 2005 : Passport act : Immigration ordinance : Citizenship act
<b>11. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>• Customers</li> <li>• Assistant Immigration Officer</li> <li>• Assistant Senior Immigration Officer</li> <li>• Senior Immigration Officer</li> <li>• Deputy Director Immigration</li> <li>• Principal Immigration Officer</li> <li>• Director of Immigration.</li> </ul>	<b>12. External Stakeholders:</b> <ul style="list-style-type: none"> <li>• Customers</li> </ul> <p>To be referred to Manager</p> <ul style="list-style-type: none"> <li>• To conduct initial investigation into the needs of customers from the general public.</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.*

<b>Approved by:</b>	<b>Date of Issue:</b>
---------------------	-----------------------

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

To be referred to Manager:

- Day to day activities of the Immigration services. (with Customers and AIO)
- Regular update and liaise in regards to daily operations and functions of the division. ( with ASIO, SIO, DDI)
- Directly accountable and responsible for work performance to the Senior Immigration Officer. ( with PIO & DI)

**13. KEY ACCOUNTABILITIES** *(Include linkage to KDP, MOP and Divisional Plan)*

- *KDP/KPA: eg. 1. Human Resource Development and 5. Good Governance*
- *MOP Outcome: 1. HRD 1.3 and 5. Governance 5.1.1*
- *Divisional/Departmental/Unit Plan:*

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
1. Effective management of the Immigration Division.	1. Execution and enforcement of Immigration Ordinance, Passport act and relate legislation.	1. Proactive and Efficient.
2. Effective Implementation of Immigration Services.	2. Ensure Immigration clearance of incoming and outgoing passengers at airports and seaports and other declared boarder control areas.	2. Provide up to date report on compliance on a weekly basis to Senior Immigration Officer or responsible.
3. Report any discrepancies on established guidelines and regulations.	3. Provide advice to the public and investigate non-compliant visitors.	3. Conduct and provide reports on Immigration violations and related cases to Senior Immigration Officer.
4. Review, Analysis and Evaluation of Visa Applications.	4. Make and submit recommendations and advise.	4. Maintain records and monitor transit, Entry single and Multiple visa and work permit issuance.
5. Control travel documentations,	5. Assess and monitor issuance of passports to	5. To ensure we have enough stock in

*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:

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

their stock and place purchase orders in a timely manner to ensure availability to the public.	public	hand at all times and avoid running out
6. Proper and consistent discharge of duties prescribed under the National Condition of Service.	6. Appropriate other duties which will be assigned by SROs.	6. Preparation of Reports on engagement with Immigration services.

14. Key Challenges	14. Selection Criteria
<ul style="list-style-type: none"> <li>• Work will require ability to operate under pressure and stressful conditions to meet strict deadlines.</li> <li>• Ability to maintain calm at pressure times, remain firm but polite at all times when dealing with people.</li> <li>• Follow instruction from supervisor</li> <li>• Position may be subjected to under influence and thus rim self-esteem and integrity with a strong ethical mentality is essential.</li> <li>• Ability to deliver service which is strictly according to the law with consideration for the customers receiving the service.</li> <li>• Staying motivated and maintain high performance.</li> </ul>	<p><b>14.1 PQR (Position Qualification Requirement):</b> <b>Education:</b> Form 6 or Form 5 with 1 year relevant work experience. And Must be aged between 20-35 years.</p> <p><b>14.2 Key Attributes (Personal Qualities):</b></p> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Proficient in both written and spoken of Kiribati and English</li> <li>• Ability to be strategic and competitive</li> <li>• Ability to organise and plan own work with minimum supervision</li> <li>• Ability to perform under pressure.</li> <li>• Knowledge of the Kiribati Customs and Traditions.</li> <li>• Sound appreciation of Immigration services and operation</li> <li>• Customer and Personal Service</li> <li>• Excellent in computing skills</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Active Listening</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.*

<b>Approved by:</b>	<b>Date of Issue:</b>
---------------------	-----------------------

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

- Critical thinking
- Speaking
- Reading Comprehension
- Social Perceptiveness

**Attributes**

- Strong Analytical thinking
- High personal Integrity
- Teamwork
- Creative
- Self-control
- Maturity

*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:**