

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

<b>1. Ministry:</b> Ministry of Foreign Affairs and Immigration	
<b>2. Position Title:</b> Assistant Immigration Officer	<b>3. Salary Level:</b> L 18-15
<b>4. Division:</b> Immigration	
<b>5. Reports To:</b> Senior Immigration Officers	<b>6. Direct Reports:</b> Assistant Immigration Officer
<b>7. Primary Objective of the Position:</b> Perform frontline service to the general public.	
<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 2013 : Immigration Act 2019 : Citizenship act 1979
<b>11. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>• Immigration Officers</li> <li>• Senior Immigration Officer</li> <li>• Director of Immigration</li> </ul> <b>To be referred to Manager:</b> <ul style="list-style-type: none"> <li>• To process required detailed work on the issue if passports permits and visas for compliance requirements to the Immigration laws of Kiribati.</li> </ul>	<b>12. External Stakeholders:</b> <ul style="list-style-type: none"> <li>• Customers</li> </ul> <b>To be referred to Manager</b> <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.*

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<ul style="list-style-type: none"> <li>• Matters pertaining performance of work where the immediate supervisor is not able to provide advice on, hence Director of Immigration will able to assist.</li> </ul>		
<b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b> <ul style="list-style-type: none"> <li>▪ <i>KDP/KPA: eg. 1. Human Resource Development and 5. Good Governance</i></li> <li>▪ <i>MOP Outcome: 1. HRD 1.3 and 5. Governance 5.1.1</i></li> <li>▪ <i>Divisional/Departmental/Unit Plan:</i></li> </ul>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
1. Provide timely service to general public in terms of collecting information and processing the required task as needed.	1. Perform clearance to aircraft and vessels	1. Able to clear aircraft and vessel passengers with the least amount of time.
2. Report to work on time.	2. Assist in the screening and monitoring of visitors	2. Accurately fill out application forms for passport. Permits and visas
3. Report any discrepancy from established guidelines and regulations.	3. Update incoming and outgoing visitor record	3. Courteous to customers
	4. Assist in the removal of over stayers	4. Follow instructions as conveyed by supervisors
	5. Assisting customers in completing application forms for passports, permits and visas.	5. Provide feedback to assist in ongoing improvement of the Division.
	6. Respond to general public enquiries on general Immigration matters 7. Perform other duties as requested from time to time by supervisors.	

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<b>14. Key Challenges</b>	<b>14. Selection Criteria</b>
<ul style="list-style-type: none"> <li>• Understanding of Immigration Regulation and the Passport Regulation in order to perform duties in accordance with law.</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 maintaining high performance</li> <li>• Follow instructions from supervisors.</li> </ul>	<p><b>14.1 PQR (Position Qualification Requirement):</b> <b>Education:</b> A form 6 or Form 5 with 1 year relevant work experience.</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 perform under pressure.</li> <li>• Working knowledge of other boarder agencies roles in relation to Immigrations own role in controlling the boarder.</li> <li>• Customer and Personal Service</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Active Listening</li> <li>• Critical thinking</li> <li>• Speaking</li> <li>• Reading Comprehension</li> <li>• Social Perceptiveness</li> <li>• Excellent in Computing Skills</li> </ul> <p><b>Attributes</b></p> <ul style="list-style-type: none"> <li>• Strong Analytical thinking</li> </ul>

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	<ul style="list-style-type: none"><li>• High personal Integrity</li><li>• Teamwork</li><li>• Creative</li><li>• Self-control</li><li>• Maturity</li></ul>
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