


GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION


1. Ministry: Ministry of Foreign Affairs and Immigration	
2. Position Title: Deputy Director of Immigration	3. Salary Level: 6-5
5. Reports to: Director	4. Division: Immigration
6. Direct Reports: Senior Immigration Officer	
7. Primary Objective of the Position: Manage the overall operation of the Immigration Division	
8. Position Overview	
9. Financial: N/A	10. Legal: a) Immigration Act 2019, Passport Act 2013, other relevant legislations from key border and national security stakeholders such as the Kiribati Police, Kiribati Customs, Citizenship, Foreign Investments, Biosecurity, Environment, Health, Kiribati Ports Authority, Kiribati Aviation Authority, Kiribati Marine Division, etc. b) Pacific Immigration Development Community (Constitution) c) Other regional and international legal frameworks that are critical in border, national, regional and international security

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<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • All immigration Officers appointed under the Immigration Act 2019 • Officers of other border and national security agencies <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Manage the day to day operation of the Division 	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> • Secretariat and staff-Pacific Immigration Development • Heads of Immigration agencies • International Organization for Migration <p>To be referred to Manager</p> <ul style="list-style-type: none"> • Enforcement of Immigration laws • Design, execute and supervise all Immigration Operations, Preparations of Human Resource Development Programs • Formulation and implementation of strategic plans and policies
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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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13. KEY ACCOUNTABILITIES include linkage to KDP, MOP and Divisional Plan)

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

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/outcomes
1. Manage routine operations and design special operations under the Immigration law enforcement program	1. Assist the Director in the formulation of policies, review of Immigration Procedure, and modernization of Immigration Service, by introducing and maintaining up-to-date technology for arrivals, departures, visas, and passports	1. Policies should be assessed regularly to enable a technological solution for effective border protection and efficient service delivery.
2. Coordinate joint border operations and joint trainings	2. Review of the Immigration laws and regulations and procedures, and to harmonize these with laws and policies from other border agencies.	2. Immigration Regulations should be reviewed annually to accommodate changes in trends and to incorporate a one national team approach
3. Supervise all Immigration officers in Tarawa and Kiribati	3. Manage budget and enforce NCS	3. Reports on revenue, spending, and disciplinary proceedings to be submitted to Administration Officers without delay.
4. Assist in achieving the required mandates when representing the Ministry at national, regional, or international	4. Effectively represent the Division in national, regional, and international platforms to maximize benefits to Immigration Officers for better deterrence and service delivery.	4. More training, better skills, an unquestionable level of professionalism, and motivation of the workforce.
5. Timely provisional of appropriate information papers or memorandums as may be required for submission to Cabinet	5. Assist the Secretary and the Director in drafting policy advice documents and recommendations to inform Cabinet's decision	5. Information gathering and analysis for new policies.


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<p>14. Key Challenges</p> <ul style="list-style-type: none"> • Enforcement and Compliance • Align objectives and goals to international standards • Upgrading procedures • Working within the budget 	<p>15. Selection Criteria</p> <p>15.1 PQR (Position Qualification Requirement): Education: Undergraduate degree in:</p> <ul style="list-style-type: none"> • Border Security • Security Studies • Law • Policing <p>With 3 year's post degree work experience in middle management level.</p>
	<p>15.2 Key Attributes (Personal Qualities):</p> <p>Knowledge:</p> <ul style="list-style-type: none"> • Proficient in English and Kiribati • Knowledge of national security • Familiar with transnational crimes • Be able to work with people from different backgrounds • Computer literate. <p>Skills:</p> <ul style="list-style-type: none"> • Judgement and decision making. • Active Listening • Critical thinking • Speaking and writing in English • Reading Comprehension <p>Attributes:</p> <ul style="list-style-type: none"> • Efficient and Effective • Strong Analytical thinking • Integrity • Teamwork • Creative • Self-control • Innovative

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