


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

<b>1. Ministry:</b> Ministry of Foreign Affairs and Immigration			
<b>2. Position Title:</b> Assistant Senior Immigration Officer	<b>3. Salary Level:</b> L 13-12/11-10	<b>4. Division:</b> Immigration	
<b>5. Reports To:</b> Senior Immigration Officer	<b>6. Direct Reports:</b> Immigration Officer / Assistant Immigration Officer		
<b>7. Primary Objective of the Position:</b> Perform frontline service to the general public. Directly assist the Senior Immigration Officer to provide Immigration Services, to monitor and execute the Immigration Ordinance and the duties therein.			
<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>		<b>12. External Stakeholders:</b>	
<ul style="list-style-type: none"> <li>• Assistant Immigration Officer</li> <li>• Immigration Officer</li> <li>• Senior Immigration Officer</li> <li>• Principal Immigration Officer</li> <li>• Director of Immigration</li> </ul>		<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.*

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<p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>• Prepare Ship and Flight duty roster             <ul style="list-style-type: none"> <li>- To process required detailed work on the issues of passports, permits and visas compliance requirements to the immigration laws of Kiribati.</li> </ul> </li> <li>• Review, analysis and evaluations of visa application, make and submit recommendations and advise, maintain records and monitor transit, entry single and multiple visa issuance. (from PIO &amp; DI)</li> </ul>		
<p><b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b></p> <ul style="list-style-type: none"> <li>▪ KDP/KPA: eg. 1. Human Resource Development and 5. Good Governance</li> <li>▪ MOP Outcome: 1. HRD 1.3 and 5. Governance 5.1.1</li> <li>▪ Divisional/Departmental/Unit Plan:</li> </ul>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
1. Provide timely service to the general public in terms of processing the required task as needed	1. Screening of visitors to Kiribati and Removal of over stayers.	1. Perform and complete screening with consistency and efficiency within 24 hours of screening.
2. Constant improvement of service to the general public	2. Processing of Immigration flight and ship clearance.	2. Provide up to date report on compliance on a weekly basis to Senior Immigration Officer.
3. Report to work on time	3. Maintenance of Immigration database.	3. Assist Senior Immigration Officer to provide Immigration services and provide update reports to DDI and DI.
4. Report any discrepancy from	4. Approve overtime dockets for Assistant	4. Processing of work permit and

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established guidelines and regulations.	Immigration Officer and Immigration Officer.	report to SIO or DDI
5. Execution and enforcement of Immigration Ordinance, Passport Act and related legislation.	5. Investigate non-compliant.	5. Complete investigate on non-compliant visitor on 3 working days.
	6. Supervise those under his/her charge and perform other duties as required from time to time by supervisors.	6. Provide timely advice to Staff on a daily basis.
<b>14. Key Challenges</b>		
<ul style="list-style-type: none"> <li>• Understanding of Immigration Regulation, Passport Regulation and Citizenship Act in order to perform duties in accordance with the law.</li> <li>• Ability to deliver service which is strictly according to the law with consideration for the customer receiving the service.</li> <li>• Staying motivated and maintain high performance.</li> <li>• Follow instruction from supervisor</li> <li>• Appropriate other duties which will be assigned by SRO's.</li> </ul>	<p><b>14. Selection Criteria</b></p> <p><b>14.1 PQR (Position Qualification Requirement):</b> Education: A Form 7 certificate.</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>• 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> <li>• Critical thinking</li> <li>• Speaking</li> <li>• Reading Comprehension</li> <li>• Social Perceptiveness</li> </ul>	


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	<p><b>Attributes</b></p> <ul style="list-style-type: none"><li>• Strong Analytical thinking</li><li>• High personal Integrity</li><li>• Teamwork</li><li>• Creative</li><li>• Self-control</li><li>• Maturity</li></ul>
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