


**GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION**

Annex 2

1. Ministry: MINISTRY OF FOREIGN AFFAIRS AND IMMIGRATION	3. Salary Level: L14-12	4. Division: Immigration
2. Position Title: PASSPORT OFFICER	6. Direct Reports: Immigration Officer, Assistant Immigration Officer	
5. Reports To: Director of Immigration	7. Primary Objective of the Position: To assist the general public on Passport enquiries by undertaking the processing, issuance, control and management of Kiribati Passport and other related travel document and directly monitor and execute the Immigration Ordinance and Passport Act and the duties therein.	
8. Position Overview	9. Financial: NA	10. Legal: Passport Act 2013 Immigration Ordinance Citizenship Act
11. Internal Stakeholders: <ul style="list-style-type: none"> • Immigration Officers • Assistant Immigration Officers • Assistant Senior Immigration Officers • Deputy Director of Immigration • Director Immigration 	12. External Stakeholders: <ul style="list-style-type: none"> • Customers 	To be referred to Manager: <ul style="list-style-type: none"> • Working/Serving the above stakeholders • Working with suppliers and training entities • Anything that will require funds from the passport special fund • Anything that is our of the ordinary and not consistent with Passport Act 2013
To be referred to Manager: <ul style="list-style-type: none"> • Non-genuine supporting documents research • Identify Fraud • Document release and research by prosecutors and other law enforcement agencies • Advice borders on cancelled passports • Stock control and maintenance 		

This 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: 10 / Jan / 2018
BLC WAPAT	

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

Annex 2

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

- KDP/KPA:
- MOP Outcome:
- Divisional/Departmental/Unit Plan:

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
1. Provide customer service to applicants and duly performing checks, processing and issuance of passport.	<ul style="list-style-type: none"> • Check passport application and confirm that required documents are all in order • Accepting application and performing data entry • Performing Scanning/ Data Entry Procedure on accepted applications • Performing Research Procedure on entered applications • Performing Printing Procedure on Authorized applications • Performing Passport Reading for Quality Assurance after Printing • Dispatch of Passport after verification of authorized person for collection • Filing and Managing Archives for all applications and related supporting documents • System back up and system check before shutting down 	<ul style="list-style-type: none"> - Perform and complete screening and processing with consistency and efficiency within 24hours of screening.
2. Conduct in-office research and liaising with other agencies as may be approved by Director.	<ul style="list-style-type: none"> • Responsible for verifying suspected birth certificates, marriage certificate, citizenship certificate and photo with other government agency on face to face consultancy or field work analysis with Immigration and Police Officers 	<ul style="list-style-type: none"> - Provide up to date report on suspicious applications via a weekly report to Senior Immigration Officer.

This 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: 10/01/2018
--	---------------------------

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

Annex 2

<p>3. Passport stock control, Authorization of passports and maintaining passport system to ensure efficient service is maintained</p>	<ul style="list-style-type: none"> • Providing advice to customers applying from overseas and process application received from Kiritimat Island through email. • Cleaning and Maintenance of hardware • Copying and re-validating documents required for evidence in a court of law 	<ul style="list-style-type: none"> • Authorize passport application (If the passport manager and other Immigration authorizing officers are not available • Making the order for new passport blanks and re-validating application to input alerts (with authority of the passport Manager and the Director of Immigration) • Full System and Hardware maintenance and cleanup • Providing budget report (revenue) to the Passport Manager and destroying cancelled passports. • Travel to other passport issuing officers (in Kiritimat and in Suva) for refresher training and training for new passport officers. • Preparing reports for prosecution with the authority of the Director of Immigration.
<p>10. Key Challenges</p> <ul style="list-style-type: none"> • Understanding of Immigration Regulation, Passport Regulation and Citizenship Act in order to perform duties in accordance with the law. • Ability to deliver service with strict accordance to the law and consideration for the customer receiving the service. 	<p>11. Selection Criteria</p> <p>11.1 PQR (Position Qualification Requirement): Education: A Form 7 Certificate Experience: N/A Job Training: N/A</p>	<ul style="list-style-type: none"> - Assist Senior Immigration Officer with providing update as may be required from the Director of Immigration pertaining to issues that may lead to prosecution regarding passports.

This 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:  OIC MPA	Date of Issue: 10/Jan/2018
--	----------------------------

**GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION**

Annex 2

- Staying motivated and maintain high performance.
- Following instructions from supervisors and ability to discuss ideas pertaining to issues at hand
- Attending to appropriate duties as assigned by SRO including outside working hours for special circumstances or cases.

<p>Prerequisite: N/A</p> <p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <ul style="list-style-type: none"> - Excellent in computing skills - Ability to be strategic and creative - Electric based appliance Safety awareness - English language proficiency <p>2. Skills:</p> <ul style="list-style-type: none"> - Active Listening - Critical Thinking <p>3. Attributes</p> <ul style="list-style-type: none"> - High personal integrity - Strong analytical thinking - Reliable and trustworthy - Flexible and accountable - Maturity 	
---	--

This 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:  OIC MPAI	Date of Issue: 10 Jan / 2018
---	------------------------------