

Opening Date: 14 April 2022
Closing Date: 28 April 2022
Location: Tortola
Vacancy Notice No. MNRL 6 of 2022
Job Classification: Grade 3
Ministry/Department/Unit: Immigration Department
Position Details: One year Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$18,367-\$20,643 per annum**. Salary will be commensurate with qualifications and experience.

JOB VACANCY NOTICE

Immigration Clerk I

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will assist with day to day activities of the Unit to ensure enforcement of the Immigration and Passport Ordinance.

MAIN RESPONSIBILITIES

1. Perform clerical and data entry functions including:
 - i Updating and maintaining information on computer systems, databases and spreadsheets and in archives.
 - ii Assisting in processing paperwork, gathering information and verifying data.
 - iii Assisting with records management, organisation and retrieval of documents.
 - iv Maintaining records relevant to the specific department and also keep filing up to date so that complete records are available for reference.
2. Ensure the accurate collection of revenues on a daily basis in accordance with regulations.
3. Perform any other related duties as required by Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the Department.

BEHAVIOURAL COMPETENCIES

1. Observes departmental standards for own conduct
2. Manages own work effectively
3. Manages customer relationships
4. Communicates clearly and effectively
5. Contributes to the effective use of resources
6. Manages relationships with others in the team, including your manager
- 7.

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
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MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Diploma or equivalent
- Proficiency in Spanish would be an asset
- One (1) year working experience
- Good knowledge of Government structure, policies and procedures
- Good knowledge of applicable policies, regulations and laws
- Basic analytical and decision making skills
- Basic knowledge of the use of standard office equipment and relevant computer applications
- Basic interpersonal and negotiation skills
- Good organisational skills
- Good oral and written communication skills
- Ability to work under pressure

HOW TO APPLY

All applications for employment to the Public Service, including applications for transfer under the Employee Mobility Programme must be submitted to the address provided below by the job closing date.
Agency:

Permanent Secretary
Ministry of Natural Resources, Labour and Immigration
Road Town, Tortola VG 1110
British Virgin Islands
or by email: hrgbvi@gov.vg

Applicants should submit the Employment Application (*available at: www.bvi.gov.vg*); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/diplomas/licenses, along with a police certificate from your place of residency.

Applying through the Employee Mobility Programme: Applicants interested in transferring to the Public Service through the Employee Mobility Programme must submit the standard Employment Application (see above) along with the Employee Mobility Application (*available at: www.bvi.gov.vg/services/emp*). All sections of both forms must be thoroughly completed in order to prevent delays in processing applications. For more information about the Employee Mobility Programme, click www.bvi.gov.vg/services/emp.

Important Notice: Qualified candidates who are considered for potential employment with the Government of the Virgin Islands may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify an individual from employment with the Government of the Virgin Islands.