

Opening Date: 31 March 2023
Closing Date: 14 April 2023
Location: Tortola
Vacancy Notice No. PO 1 of 2023
Job Classification: Grade 7
Ministry/Department/Unit: Immigration Department
Position Details: One year Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$24,485-\$26,003 per annum**. Salary will be commensurate with qualifications and experience.

JOB VACANCY NOTICE Enforcement Assistant

Government of the Virgin Islands



ROLE SUMMARY

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

MAIN RESPONSIBILITIES

1. Assist with apprehension, interrogation, reporting upon and detention of illegal immigrants to ensure correct and lawful procedures are maintained.
2. Escort detainees to local and international destinations to ensure safe delivery of detainees.
3. Assist Customs and Police with the planning and execution of land and sea surveillances, with boarding of suspicious vessels as required to ensure cessation of illegal activities.
4. Liaise with other associated agencies to obtain character information to ensure correct identification.
5. Assist with the investigation of immigration cases.
6. Prepare relevant reports on activities of the assigned area.
7. Maintain records relevant to the Department and also keep information up to date so that complete records are available for reference.
8. 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. Manage time to meet personal objectives
2. Gain the trust and support of your manager
3. Contribute to the effective use of resources
4. Manage self to set an example
5. Maintain work activities to meet requirements including quality
6. Inform and advise others

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Associate's Degree in Law Enforcement, Criminal Justice, Business Administration or related field
- Three (3) years' experience in a related field
- Good knowledge of Government structure, policies and procedures
- Sound knowledge of applicable policies, regulations and laws
- Good knowledge of the use of standard office equipment and relevant computer applications
- Sound knowledge of interviewing/ interrogation and investigative procedures
- Skilled in smuggling theory and identifying fraudulent documents
- Sound analytical and decision making skills
- Sound interpersonal skills
- Sound oral and written communication skills

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
Premier's Office
Road Town, Tortola VG 1110
British Virgin Islands
or by email: hrcbvi@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.