

**Opening Date:** 31 March 2023  
**Closing Date:** 14 April 2023  
**Location:** Tortola  
**Vacancy Notice No.** PO 2 of 2023  
**Job Classification:** Grade 4  
**Ministry/Department/Unit:** Immigration Department  
**Position Details:** One year Probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary range **\$19,440-\$20,646 per annum**. Salary will be commensurate with qualifications and experience.

# JOB VACANCY NOTICE Immigration Officer I

Government of the Virgin Islands



## ROLE SUMMARY

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

## MAIN RESPONSIBILITIES

1. Inspect passengers entering the Territory to ensure adherence to the Immigration and Passport Ordinance.
2. Assist with the detention and repatriation of illegal entrants in order to enforce the Immigration and Passport Ordinance.
3. Assist with completing daily incoming and outgoing summaries of passengers and vessels in order to facilitate effective record management.
4. Record the sales of embarkation cards, all cheques received and in the preparation of invoices for vessels in respect to overtime payments to ensure accurate financial reporting.
5. Assist with maintaining accurate records of all persons who are refused entry in order to monitor the impact of the Immigration and Passport Ordinance.
6. 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

## WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork

## MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Diploma or equivalent
- One (1) year working experience
- Good knowledge of Government structure, policies and procedures
- Good knowledge of applicable policies, regulations and laws
- Good knowledge of interviewing/interrogation and investigative procedures
- Skilled in smuggling theory and identifying fraudulent documents
- Basic analytical and decision making skills
- Basic knowledge of the use of standard office equipment and relevant computer applications
- Good interpersonal skills
- Good 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: [hrrbvi@gov.vg](mailto:hrrbvi@gov.vg)

Applicants should submit the Employment Application (available at: [www.bvi.gov.vg](http://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](http://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](http://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.*