

**Opening Date:** 17 March 2023  
**Closing Date:** 31 March 2023  
**Location:** Tortola  
**Vacancy Notice No.** PSC 17 of 2023  
**Job Classification:** Grade 10  
**Ministry/Department/Unit:** Immigration Department  
**Position Details:** One year Probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary range **\$31,523-\$32,500 per annum**. Salary will be commensurate with qualifications and experience.

# JOB VACANCY NOTICE

## Senior Immigration Officer

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. Ensure the smooth and efficient operation of the department and the supervision of assigned staff.
2. Interview passengers entering the Territory to ensure adherence to the Immigration and Passport Ordinance.
3. Assist with the detention and repatriation of illegal entrants in order to enforce the Immigration and Passport Ordinance.
4. Assist with completing incoming and outgoing summaries of passengers and vessels, and maintain accurate records of persons who are refused entry, in order to facilitate effective record management and to monitor the impact of the Immigration and Passport Ordinance.
5. Collect and record revenues including the sale of Embarkation Cards in the preparation of invoices from vessels in respect to overtime payments to ensure accurate financial reporting.
6. Assist with the administration of human resources functions.
7. Conduct secondary inspection interviews at the assigned Port of Entry to ensure that the necessary information is collected.
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 your time effectively
2. Obtain information for decision making
3. Provide feedback on performance
4. Ensure products and services meet quality requirements
5. Manage the recording and storage of information
6. Develop the trust and support of colleagues and stakeholders
7. Develop the team to improve performance

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal Office Environment
- Fieldwork

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Law Enforcement, Criminal Justice or related field
- Three (3) to four (4) years' experience in requisite field
- Working knowledge of Government structure, policies and procedures
- Excellent knowledge of applicable policies, regulations and laws
- Excellent knowledge of the use of standard office equipment
- Excellent knowledge of interviewing/ interrogation and investigative procedures
- Skilled in smuggling theory and identifying fraudulent documents
- Excellent analytical and decision making skills
- Excellent interpersonal skills
- Excellent communication skills
- Excellent supervisory and management 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:

**Public Service Commission**  
**c/o Department of Human Resources**  
**2<sup>nd</sup> Floor Simms Building**  
**Road Town, Tortola VG 1110**  
**British Virgin Islands**

or by email: [hrcdbvi@gov.vg](mailto:hrcdbvi@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.*