

Opening Date: 31 March 2023
Closing Date: 14 April 2023
Location: Tortola
Vacancy Notice No. PSC 23 of 2023
Job Classification: Grade 11
Ministry/Department/Unit: Immigration Department
Position Details: One year Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary **\$34,634 per annum**. Salary will be commensurate with qualifications and experience.

JOB VACANCY NOTICE Enforcement Officer

Government of the Virgin Islands



ROLE SUMMARY

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

MAIN RESPONSIBILITIES

1. Summon for interrogation any person deemed not to belong to the Territory and obtain reports from persons who are in violation of the Immigration Ordinance to ensure effective immigration management.
2. Board vessels in the Territory reasonably believed to be involved in illegal activities and assist with the apprehension, detention and custody of undesirable people in order to facilitate the Immigration Ordinance.
3. Investigate cases reported and obtain information on certificates regarding the character of certain persons in order for the appropriate action to be taken.
4. Plan and execute joint surveillance activities in collaboration with Customs and the Police department to ensure enforcement of the Immigration Ordinance.
5. 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. Implement change
3. Analyse information
4. Develop the trust and support of colleagues and stakeholders
5. Plan for the use of resources
6. Manage self to model behaviour in meeting organisational standards
7. Ensure products and services meet quality requirements

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Law Enforcement, Criminal Justice, Business Administration or related field
- Four (4) years' experience in requisite field
- Sound knowledge of Government structure, policies and procedures
- Excellent knowledge of applicable policies, regulations and laws
- Excellent knowledge of the use of standard office equipment and relevant computer applications
- 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 oral and written 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
2nd Floor Simms Building
Road Town, Tortola VG 1110
British Virgin Islands

or by email: hrcbv@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.