



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

TURKS & CAICOS ISLANDS GOVERNMENT VACANCY

JOB TITLE: Assistant Director (Border Force Officer)
DEPARTMENT: TCI Border Force
MINISTRY: Ministry of Immigration and Border Services
LOCATION: Providenciales

JOB SUMMARY:

The Assistant Director is responsible for the operational units within Border Force and for providing leadership to a team of officers. This role involves managing Senior Officers, implementing operational plans, setting performance targets, regularly monitoring of performance, providing accurate reporting, and ensuring units adhere to all relevant policies, guidance, procedures, and legislation.

KEY DUTIES AND RESPONSIBILITIES:

The Assistant Director is responsible for managing the operational unit(s) under his/her command and ensuring the achievement of objectives, targets, and outputs as required by key performance indicators and strategic priorities. Additionally, the Assistant Director assists the Deputy Director in overseeing operational units. Specific tasks include:

1. Managing unit operations at ports of entry to ensure the safety and integrity of legal entry points.
2. Handling identity documents related to immigration products and services.
3. Addressing queries about policies, ordinances, regulations, and laws for both internal and external stakeholders.
4. Collaborating with other Border Force Divisions in intelligence gathering and data analysis.
5. Monitoring and regularly reporting on unit performance against annual plans, including producing statistical data outlining activities and achievements.
6. Managing senior officers and supervising junior staff within assigned operational units.
7. Investigating officers' abuse of powers and privileges, and reporting gross misconduct to senior leadership.
8. Conducting regular management inspections and control visits to assigned operational units.
9. Reviewing risk profiles to ensure effective management assurance of assigned operational units.
10. Establishing and maintaining a risk management profile, and providing an annual Certificate of Assurance to the Deputy Director.





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11. Providing management supervision for the collection, control, and security of revenue within assigned operational units, as applicable.
12. Deputizing for the Deputy Director in his/her absence or as required.\
13. Supporting and assisting the Deputy Director to ensure that all systems, procedures, and personnel within assigned operational units comply with statutory and other regulatory requirements.
14. Preparing annual performance appraisals for senior officers and serving as the counter-signatory for all other officers within assigned operational units.
15. Upholding departmental policies and strategies assigned by the Deputy Director, Director, and Director General.
16. Adhering to all public service codes, rules, and regulations.

Qualifications:

This position requires the holder to have at least an Associate Degree in Business Administration, or a related field. A Bachelor's Degree in Finance, Business Administration, legal, law enforcement or a related field is highly desirable.

Experience:

This position requires a minimum of six (6) years of supervisory experience in Customs, Immigration, legal, law enforcement or a related field, of which three (3) years must be at a senior level.

SALARY: Grade 7.1 - \$54,670.00 per annum

APPLICATION PROCEDURE:

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk Applications.

Current serving officers must apply through their Head of Department.

Applications without supporting documents will not be processed

Turks and Caicos Islanders Only

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

