



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

## GOVERNMENT VACANCY

**JOB TITLE:** Border Force Officer – K9

**MINISTRY:** Immigration and Border Services

**Department:** Border Force

**LOCATION:** The job is based in Providenciales but the TCI Public Service may relocate it to any islands or cays in the TCI at its discretion.

### **JOB SUMMARY:**

The Border Force Officer is a junior position that supports Senior Border Force Officers and extends Border Force's overall Ports, Inland, and Service operations.

This role of Border Force Officer – K9 specifically involves the strategic deployment of canine units based on intelligence assessments to maximize effectiveness in detecting contraband and illegal activities. Canine handlers must ensure their dogs are well-trained, cared for, and used in a manner safe for both the public and the animals.

### **KEY DUTIES AND RESPONSIBILITIES:**

The Border Force Officer is responsible for general Border Force duties, which includes and not limited to enforcement, compliance, trade facilitation, border protections and service delivery. In addition, the Border Force Officer attached to the K9 unit is responsible for supporting Senior Border Force Officers. Specific tasks include:

1. Enforce all relevant laws, acts, and regulations governing Border Force operations.
2. Process passengers on arrival at legal ports, including checking travel documents and passports, and inquiring about reasons for visiting TCI
3. Deploy and handle a trained detection dog (K9) to detect prohibited or restricted items, and other contraband at legal ports of entry, mail centers, cargo facilities, and other assigned locations.
4. Support passenger processing operations, including document checks and interviews, where K9 deployment is required for specific risk assessments.
5. Assist with specialized enforcement activities, such as targeted searches, compliance checks, controlled deliveries, and interdiction operations, ensuring the K9's role is fully integrated into operational plans.





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6. Work collaboratively with national and international law enforcement partners, including Police, Regiment, and Drug Enforcement agencies, during joint operations and intelligence-led interdiction activities.
7. Maintain K9 welfare and readiness, ensuring daily care, exercise, training, and health management in line with international working dog standards to optimize detection capability and operational effectiveness.
8. Keep detailed operational logs and records, including K9 deployment reports, alert logs, and search outcomes, ensuring accuracy, completeness, and data integrity for intelligence and operational review.
9. Achieve operational targets set by the Senior lead against Border Force's strategic priorities, unit objectives, and individual work plan, including activities and achievements.
10. Adhere to all Public Service codes, rules, and regulations.
11. Perform other related tasks as assigned.

## **MINIMUM QUALIFICATIONS & EXPERIENCE:**

### **Qualifications:**

#### **Internal Applicants**

1. Associate's Degree in relevant fields of studies
2. In the absence of an Associate's Degree:
  - Applicant must attain a minimum of 70% in an internal examination in conjunction with a Satisfactory Performance Appraisal.
  - Pass in the internal Examination on Immigration Issues, which will be considered equivalent to an Associate's degree as recognition of prior learning.
3. Please note that successful applicants must complete an Associate's Degree within the two-year period immediately following commencement of tenure.
4. Applicants will be placed on probation pending the completion of an Associate's Degree.

#### **External Applicants:**

1. Associate's Degree in Business, Finance, or a law enforcement-related field.
2. Four (4) CXC passes or equivalent, including passes in English and Mathematics, or equivalent.

### **Experience:**

- A minimum of four (4) years' experience in Customs, Immigration, or a similar law enforcement environment would be a plus.
- Proven experience in handling and training working dogs (e.g., police, military, or customs K9).
- Certification from a recognized K9 training program is highly desirable.





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**SALARY: Grade 5.1 - \$38,691.00 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.

**Current serving officers must apply through their Head of Department.  
Applications without supporting documents will not be processed.**

## **BELONGERS NEED ONLY APPLY**

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

