

GOVERNMENT VACANCY

JOB TITLE: Caseworker (Employment Services)
DEPARTMENT: Employment Services Department
MINISTRY: Ministry of Immigration and Border Services
LOCATION: Grand Turk
JOB SUMMARY:

This is an administrative position which has departmental responsibility to prepare documents guided by the Immigration and Employment Bill and policies.

KEY DUTIES AND RESPONSIBILITIES:

1. Receive applications for case working
2. Record all applications in the data based system.
3. Categorise and create file.
4. Prepare application file for Senior Caseworker's vetting and Board meeting.
5. Submit approved application for Immigration Board Meeting.
6. Record decision of the Board and prepare letters as per decision
7. Maintain a comprehensive filing system.
8. Ensure all records are current so that statistics can be produced promptly when required.
9. Interact with clients as required and in a cordially manner at all times.
10. Maintain confidence at all times.
11. Adhere to all Public Service codes, rules and regulations
12. Perform any other relevant duties that may be assigned by the Supervisor.

MINIMUM QUALIFICATIONS & EXPERIENCE:

Qualifications: Strong passes in 5 CXC subjects with English a must; College Diploma would be desirable.

Experience:

The position requires a minimum of one (1) year relevant experience to acquire the necessary competencies to respond effectively to the challenges of the job.

SALARY: Grade 4 - \$32,550.00 per annum

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.

Current serving officers must apply through their Head of Department.

Applications without all supporting documents will not be processed.

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