



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB TITLE: CITIZENSHIP CASEWORKER
DEPARTMENT: CITIZENSHIP AND NATURALISATION
MINISTRY: HOME AFFAIRS, PUBLIC UTILITIES AND TRANSPORTATION
LOCATION: GRAND TURK

JOB SUMMARY:

This is an administrative support position which has departmental responsibility in assisting the department of Registration and Citizenship in the execution of various documents.

KEY DUTIES AND RESPONSIBILITIES:

1. Prints certificate for cases that have been granted approval.
2. Updates status of all applications on the appropriate database.
3. Submits casework for all applications to the Citizenship Senior Caseworker Supervisor for review before dissemination to the relevant authority.
4. Prepares and vets all Registration and Citizenship applications.
5. Photocopy the certificate and add the copy to the case file.
6. Maintains confidence where relevant.
7. Produces monthly / annual statistics and reports.
8. Maintain a comprehensive filing system
9. Enters information in the record book so that it can be passed to the Governor's office.
10. Deals with enquires from applicants regarding their application. Make notes on case file sheet to show any contact with the applicant.
11. Updates the minute sheet to show the progress of the application.
12. Adheres to all Public Service codes, rules and regulations
13. Performs any other relevant duties that may be assigned by the Supervisor.

MINIMUM QUALIFICATIONS & EXPERIENCE:

Qualifications: Associate Degree in a related field or the equivalent of at least seven years' experience at a management level.

Experience:

A minimum of three years' experience with competencies and skills to respond effectively to the challenges of the job.



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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 Covering Letter and National Turks & Caicos Islander Status Card (where applicable) or a photocopy of your passport photo page.

Two letters of reference will be required for all shortlisted candidates, together with copies of educational certificates. Any criminal record should be declared, and further checks will be carried out on shortlisted candidates. (A Police Certificate is required if available in Country of Applicant)

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

Current TCI Government 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.

“TURKS AND CAICOS ISLANDERS NEED ONLY APPLY”

