



# 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

**DEPARTMENT:** Border Force

**MINISTRY:** Ministry of Immigration and Border Services

**LOCATION:** Various

**JOB SUMMARY:**

The Immigration Officer (Border Force Division) is a junior position that supports Senior Officer and contributes to TCI Border Force's comprehensive operations across Ports, Inland, and Service Areas. The Border Force Officer is responsible for general Border Force duties, which include but are not limited to enforcement, compliance, trade facilitation, border protection, and service delivery. Additionally, the officer is responsible for supporting Senior Officers.

**KEY DUTIES AND RESPONSIBILITIES:**

1. Ensuring, the enforcement of all ordinances and regulations governing Border Force's operations, along with any relevant instructions.
2. Processing passengers upon arrival at legal ports, including conducting travel document and passports checks, as well as inquiring about the reasons for the passengers' visits to TCI.
3. Inspecting international mail, passenger luggage, cargo and aircraft to prevent the illegal importation of goods and other items.
4. Assisting in specialized investigations, compliance efforts, and detention operations.
5. Collaborating with the police and other law enforcement agencies on joint operations.
6. Delivering timely and professional services, such as entry processing, visa issuance and permit services to the public.
7. Performing assigned field duties effectively
8. Maintaining various operational logs to ensure the quality and accuracy of recorded data and information.





# HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

9. Achieving operational targets established by senior leadership in alignment with Border Force's strategic priorities, unit objectives, and individual work plans, including related activities.
10. Demonstrating notable achievements in duties performed.
11. Participating in mid-year and year-end performance appraisals.
12. Adhering strictly to all Public Services codes, rules and regulations.
13. Performing other related tasks as assigned.

## **QUALIFICATIONS:**

### **For INTERNAL candidates:**

- High School Diploma
- An Associate Degree is desirable

### **Experience**

### **For EXTERNAL candidates:**

- 4 CXC or its equivalent passes

### **Experience**

This job requires a minimum four (4) years' experience in the area of Customs, Immigration or similar law enforcement environment. A qualification or experience in customer service would be an advantage.

**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.





# HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

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.***

