



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY **JOB TITLE: Corporate Case Worker**

MINISTRY: Immigration and Border Services

DEPARTMENT: EMPLOYMENT SERVICES DEPARTMENT

LOCATION: PROVIDENCIALES

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:

- Receive applications for case working from corporate enterprises.
- Record all applications in the data based system.
- Prepare application file for Senior Caseworker's vetting and Board meeting.
- Record decision of the Board and prepare letters as per decision
- Maintain a comprehensive filing system.
- Ensure all records are current so that statistics can be produced promptly when required.
- Interact with clients as required and in a cordially manner at all times.
- Forecasts and manage all corporate accounts.
- Liaise with the Treasury to ensure proper and transparent accounting procedures are followed and maintained.
- Maintain financial files and records.
- Work with all of TCIG Financial Tools such as Sigtas, SmartStream etc. ensuring
- Maintain confidence at all times.
- Adhere to all Public Service codes, rules and regulations
- Perform any other relevant duties that may be assigned by the Supervisor





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MINIMUM QUALIFICATIONS & EXPERIENCE:

QUALIFICATIONS:

An associate degree in business administration/related field or equivalent.

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 5.1- \$38,691.00 per annum

Resumes with current contact information must be accompanied by a Cover Letter, two letters of reference (one preferably from a former employer), copies of educational certificates, a Police Certificate and a copy of the Passport Photo page. Applications should be addressed to the Office of the Human Resource Directorate, Church Folly, Grand Turk.

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.

