



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB TITLE: Senior Immigration Officer (Border Force)
DEPARTMENT: Border Force
MINISTRY: Ministry of Immigration and Border Services
LOCATION: Various

JOB SUMMARY:

This is a middle management position which has departmental responsibility for the supervision of junior Staff at the office, airport and field duties.

KEY DUTIES AND RESPONSIBILITIES:

1. Supervises junior staff at the office, sea and airport and the field
2. Assists with junior staff performance appraisal working within their unit
3. Ensures that all junior staff within their section or unit is well informed about current Laws and Policies relating to their areas.
4. Identifies training needed for junior staff and to assist with their training
5. Attends Senior meeting reporting verbally on matters relating to their section
6. Acts as an Assistant Director, approve or refuse request in these areas
7. Adheres to all Public Service codes, rules and regulations
8. Performs other related tasks as assigned.

MINIMUM QUALIFICATIONS & EXPERIENCE:

Qualifications:

- An Associate Degree or diploma in team leadership/management/related field or equivalent.

Experience:

- The position requires a minimum of (5) five years on the job experience or Law Enforcement background to acquire the necessary competencies to respond effectively to the challenges of the job.

SALARY:

- **Grade 6.1: \$45,992.00 per annum plus allowances**

APPLICATION PROCEDURE:





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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. Applications can be hand delivered, or by email to: recruitment@gov.tc.

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.

