



JOB VACANCY ANNOUNCEMENT

IT IS THE POLICY OF THE GOVERNMENT THAT QUALIFIED REPUBLIC OF PALAU CITIZENS ARE GIVEN FIRST PRIORITY FOR EMPLOYMENT CONSIDERATION; WITH UNITED STATES CITIZENS AND, SUBSEQUENTLY, THIRD COUNTRY NATIONALS UTILIZED IN POSITIONS FOR WHICH QUALIFIED REPUBLIC OF PALAU CITIZENS ARE NOT AVAILABLE.

VA #: 202538-3

OPENING DATE: 01/07/2025

CLOSING DATE: 02/17/2025

POSITION TITLE: CHIEF, DIVISION OF IMMIGRATION

SALARY: GL 14/1-5, \$22,939.00 - \$25,263.00 ANNUALLY

LOCATION: DIVISION OF IMMIGRATION
BUREAU OF CUSTOMS & BORDER PROTECTION
MINISTRY OF FINANCE

DUTIES AND RESPONSIBILITIES:

- Plan and coordinate personnel matters, procurement of supplies and equipment including overall operations of the Division of Immigration.
- Oversee recruitment, hiring, training, and evaluation of immigration personnel.
- Ensure adequate staffing levels to maintain efficient division operations.
- Develop and manage the budget for procurement of supplies and equipment.
- Coordinate maintenance and upgrading of office equipment and technology.
- Monitor daily operations to ensure compliance with immigration laws and policies.
- Manage resource allocation to support division activities.
- Assist the Director in the development and implementation of policies and procedures regarding the operations of the Division of Immigration.
- Collaborate with the Director to draft, review, and update immigration policies and procedures.
- Analyze existing policies to identify areas for improvement and recommend changes.
- Ensure new policies and procedures comply with national regulations.
- Communicate and enforce policies and procedures within the Division.
- Monitor the implementation process and provide feedback to the Director.
- Conduct training sessions for staff on new policies and procedures.
- Evaluate the impact of implemented policies and make necessary adjustments.
- Review and approve cases before final submission to the Director and the Minister of Finance for transmittal to the Office of the Attorney General.
- Conduct thorough reviews of immigration cases for accuracy and completeness.
- Ensure cases comply with legal and regulatory requirements before approval.
- Provide guidance and recommendations on complex or sensitive cases.
- Document and report case findings to the Director and Minister of Finance.
- Maintain records of reviewed and approved cases for accountability.
- Collaborate with legal advisors to resolve case issues or disputes.
- Ensure timely processing and submission of cases to higher authorities.

- Respond to emergency situations and incidents involving immigration matters.
- Represent the division in meetings, conferences, and public forums as needed.
- Prepare reports and presentations on division activities and performance.
- Assist in developing and implementing strategic plans for the Division.
- Support other departments and agencies in joint immigration initiatives.
- Address public inquiries and complaints regarding immigration services.
- Stay updated on immigration trends, laws, and best practices.
- Participate /partake in training and development programs to enhance necessary skills and knowledge to carry out functions of the Division and Bureau.
- Attend relevant workshops, seminars, and training sessions regularly.
- Pursue continuing education opportunities related to immigration and border protection.
- Encourage and facilitate staff participation in professional development programs.
- Implement learned skills and knowledge to improve division operations.
- Share insights and best practices with colleagues and subordinates.
- Stay informed about advancements in immigration technology and methodologies.
- Foster a culture of continuous learning and improvement within the Division.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

Must have a bachelor's degree in criminal justice or related field with five (5) years of work-related experience as a certified Law Enforcement Officer. Incumbent must have knowledge in fiscal management including annual budget preparation, expenditure control, record keeping, data collection and performance-based management reporting; knowledge and experience in managing activities and operations to ensure safety, health, and welfare of all officers assigned to the division; and knowledge and experience in overall Law Enforcement Enabling Acts, Rules and Regulations, policies, procedures, and guidelines to effectively lead and supervise the Division's daily operations.