



St Helena  
Government

# PUBLIC NOTICE

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## VACANCY FOR IMMIGRATION OFFICER (6 month fixed-term with possible extension)

An opportunity is available within the Police Directorate to anyone 18 years of age or over seeking to start a career and develop new skills or build on existing skills.

The **Immigration Officer** will be responsible for applying the Immigration Ordinance, Regulations and Policies to ensure the border is secure, in country casework is managed effectively and for the production of St Helenian passports to international standards. Some of the main duties include:

- Determining the admissibility of passenger and crew arrivals at the air and sea port including travelers arriving on the MV Helena, yachts, cruise ships and other visiting vessels.
- Assess applications for British and British Overseas Territories Citizen passports for compliance with documentary requirements and assess the right to nationality.
- Maintain a database of all arrivals and departures to the island.
- Prepare and present cases to the Immigration Control Board.

As this is a frontline service, applicants should have:

- GCSE Math's and English at Grade C or above or an equivalent qualification;
- Class A Driver's License;
- Good written and verbal communication and interpersonal skills and the ability to deal with the public from diverse backgrounds;
- Good customer care skills, have an eye for detail and the ability to act on their own initiative within policy guidelines;
- Ability to maintain control of own emotions in difficult situations and work under pressure.

The successful candidate will be required to work varied shift patterns to cover the arrivals and departures at different entry points. However, the Immigration Service will seek to be flexible around hours not related to time specific operational duties.

The successful candidate possessing the relevant qualifications and experience will be paid at Entry Level Grade C, commencing at £10,704 per annum.

For further information about the post and a copy of the job profile, interested persons can contact Emerald Newman, Senior Immigration Officer on telephone no. 22626 or email [emerald.newman@sainthelena.gov.sh](mailto:emerald.newman@sainthelena.gov.sh)

Application packs are available from the Police Directorate or Corporate Human Resources and should be submitted through directors, where applicable, to Clare O'Dean, Corporate Human Resources, The Castle or e-mail: [clare.odean@sainthelena.gov.sh](mailto:clare.odean@sainthelena.gov.sh) by no later than 4pm on Friday, 26<sup>th</sup> October 2018.

All appointments are subject to the successful candidate providing satisfactory clearances, including a medical check and vetting/DBS clearance. SHG reserves the right to have information provided on the application form independently verified.

*SHG positively accepts applications from all members of the community regardless of race, gender, disability, age, sexual orientation, religion or belief, and will consider all applications on the basis of merit, in accordance with the person specification. All disabled applicants meeting the minimum criteria listed in the job profile will be guaranteed an interview.*

**Director of Policing**

**12 October 2018**