



# 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 #: BPSS-2018-100**

**OPENING DATE: 04/12/2018**

**CLOSING DATE: 04/25/2018**

**POSITION TITLE:** IMMIGRATION OFFICER TRAINEE I

**SALARY:** GL-7/1-, \$358.19 B/W +15%ND+15% TEMP HZD

**LOCATION:** BUREAU OF IMMIGRATION & LABOR  
MINISTRY OF JUSTICE  
KOROR, REPUBLIC OF PALAU

**SOURCE OF FUND:** LOCAL

**DUTIES AND RESPONSIBILITIES:**

- Monitoring and controlling the entry of people through various entry points, sea, airports, Channel Tunnel and seaports; Arrest and detain of foreigners in violation of immigration laws and procedures; Ensure all foreigners within ROP comply with existing immigration laws. Assist in securing the tranquility of the state against foreigners whose presence or stay may be deemed threats to ROP security, public safety, public moral and public health.....50%
- Inspect and examine passenger’s documentation, interview passengers and gathering intelligence information for case records. Ensure the authenticity/ validity of travel documents possessed by each traveler entering and exiting the ROP; Raise query on suspected foreigners and take proper actions based on the Bureau’s Rules and Regulations; Ensure all arrival/departure forms, manifest, crew list, permit applications are filed in the office records accordingly.....25%
- Prepare correspondence and reports; Need to be aware of latest legislations, rules and regulations governing immigration laws. Liaise with other agencies and authorities, such as law enforcement, customs and revenue officials; Participate/partake in trainings development to enhance/improve skills and knowledge in Immigration enforcement.....20%
- Perform other duties as assigned by the supervisor.....5%

Bureau of Public Service System PO Box 6011; Koror, Palau 96940 Tel: (680)767-2415 / (680)488-4776

Email: [bpss@palaugov.org](mailto:bpss@palaugov.org) Website: <http://palaugov.pw/bpss>

**Applications are available and may be submitted to our offices located in the Ministry of Finance in Koror or Capitol Building in Melekeok.**

**MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:**

High School Diploma or equivalent, must be 21 years of age or older, physical fitness training program and police academy, extreme confidential is required, No felony convictions or more than two misdemeanors in crimes of violence, crimes involving dishonesty or moral turpitude in any jurisdiction, Must undergo drug testing under the supervision of the Director, Bureau of Immigration & Labor and if tested positive, will be required to take another test within 5 working days and if tested positive again, will be disqualified and will not be eligible to reapply for employment with the National Government for a period of 3 years (see PNC 33 ss1203.