



**ICA**  
PAPUA NEW GUINEA  
PROTECTING BORDERS & PROMOTING PROSPERITY

## IMMIGRATION & CITIZENSHIP AUTHORITY

### POSITION IDENTIFICATION

	SEQ. NO.	POS. NO. ICA BD 162
<b>ORGANISATION</b> PAPUA NEW GUINEA IMMIGRATION AUTHORITY	<b>DESIGNATION</b> DEPUTY CHIEF MIGRATION OFFICER	<b>GRADE</b> 15
<b>DIVISION</b> BORDERS	<b>HIGHEST SUBORDINATE</b> GENERAL MANAGERS	
<b>BRANCH</b> OFFICE OF DCMO	<b>IMMEDIATE SUPERVISOR</b> CHIEF MIGRATION OFFICER	
<b>SECTION</b>	<b>LOCATION</b> Waigani HQ	

## **1 PURPOSE OF POSITION**

The Deputy Chief Migration Officer (DCMO), Borders Division is the head of the Division and provides executive oversight, strategic direction, operational leadership and management to the Borders Division.

## **2 DIMENSIONS**

The position manages the Borders Division and oversees the operations of four branches and 13 sections with a total of 103 staff. The four branches are managed by the general managers and the 12 sections are managed by the managers. The staff are made up of Senior Migration Officer, Migration Officers and other related positions.

The DCMO is one of the four most senior executive positions reporting to the Chief Migration Officer (CMO). The position allocates monitors and reports on the Borders Division overall budget.

This position reports directly to the CMO and;

- Operates with a significant degree of independence
- Performs a significant leadership role
- Maintains overall responsibility for managing the operations of the division
- Maintains a high level of client and stakeholder management responsibility;
- Engages in high level negotiation and discussion with the CMO and other DCMO on management and policy issues;
- Performs a high level representational role on behalf of the Authority
- Provides significant input to and management of strategic immigration projects
- Delivers high level reports and presentations for senior government and stakeholder representatives

- Direct planning and co-ordination of the division and authority responsibility
- Provides a high level of oral advice to the CMO and Minister
- Manages resources to deliver results and will ensure a very high level of productivity within their area of responsibility, including that the Division operates within its budget and complies with statutory and legislative reporting requirements in respect of budget, expenditure, revenue, forward estimates, audit and annual reporting
- Possess high calibre, demonstrates a detailed and comprehensive understanding of the role and responsibilities of the department, as well as the legislation, regulatory and compliance frameworks that inform its activities.
- Operates with reference to a comprehensive understanding of the social, political, environmental and economic context in which the department operates.
- Demonstrates a clear understanding of how his or her work is underpinned by the PNGICS Strategic Plan.

### **3 KEY ACCOUNTABILITIES**

The DCMO Borders is accountable for the effective and efficient management of the operations of the Borders Division. The position should develop effective and appropriate strategies and work programs for the four Branches in the Division including the sections. The position provides sound advice to the CMO and the Minister for Immigration and Border Security on Border Management and Refugee matters.

The position shall develop and maintain a positive working environment that aligns with the following;

- Ensuring clear and relevant job descriptions exist and are sized for all staff in alignment with the core functions and approved staffing structure of the division.
- Develop and implement internal management and operational policies and procedures that will facilitate the achievement of agreed outputs as set out in the organizational KPA and management plans.
- Create an environment for supporting professional leadership and staff development programs.
- Regular review of staff performance in line with agreed outputs and performance agreements.
- Lead and manage staff to achieve agreed outputs.
- Ensure good and safe working conditions for staff in the Division.
- Lead and support the general managers and managers to perform their duties in accordance with best business practice, and set the direction for a sustainable succession management and capacity building program for the Division.
- Lead and manage open communication across the agency through the general managers and the managers to ensure that all staff are aware of the organizational vision of the government for client focused service delivery.

- Deliver high level briefings, submissions and advice as and when required by the CMO, Minister and Cabinet in relation to matters of immigration and border security and refugee processing and settlement.
- Represent the organization and the government in high level international engagement forums.

#### **4 MAIN DUTIES**

- Provide a high level strategic planning, direction and leadership in the Borders Division.
- Establish divisional work priorities, develop policies and procedures, and maintain high level performance standards in the delivery of outputs.
- Establish performance and accountability measures within a robust performance management framework to ensure general managers are meeting timelines efficiently and within budgetary guidelines, and teams are providing a high level of customer service.
- Manage and acquit the Division's budget efficiently and effectively and in accordance with the guidelines as specified under the Public Finances (Management) Act 1995.
- Review the Division's operational business continuity plans to ensure that it continues to reflect the organisational and strategic objectives and where required, drive and manage operational related legal, policy and procedural change processes.
- Develop and maintain continuous efforts between managers and teams within the Division to improve operations, streamline work processes and work both independently and cooperatively to provide quality service to the clients.
- Ensure that managers are effectively overseeing the daily operations of their teams.
- Establish best practices that will ensure that fraud is prevented and unethical, illegal or improper conduct is effectively dealt with.
- Deliver regular reporting and other high level oral and written briefings and report to the CMO as and when required.

#### **5 INTERNAL REPORTING RELATIONSHIPS**

The DCMO Borders reports directly to the Chief Migration Officer and manages 4 branches and 13 sections with a total of 103 staff

#### **6 KEY EXTERNAL STAKEHOLDERS**

**UNHCR, IOM, RPNGC, DPLLGA, DLIR**

#### **7 DECISION MAKING AUTHORITY**

The position has decision-making responsibilities in the areas of border security and management and refugee protection and settlement. Financial decision making rests with the CMO including decisions to advise the Minister.

## **8 POSITION REQUIREMENTS**

### **8.1 Skills/Knowledge**

- 8.1.1 Exceptional leadership skills
- 8.1.2 Excellent communication skills
- 8.1.3 Excellent analytical, logical and statistical skills
- 8.1.4 Keen eye for detail in order to spot minor malpractices
- 8.1.5 A thorough knowledge about corporate law
- 8.1.6 Good organization skills

### **8.2 Education Qualification**

- 8.2.1 A bachelor's degree from an accredited college or university in political science, law, education, international relations, border security, migration, asylum and refugee studies and public administration with five years of increasingly responsible management experience in public sectors is highly desirable.
- 8.2.2 Master's Degree and experience in public sector is a plus.

### **8.3 Experience**

- 8.3.1 8-10 years' experience in public sector or law enforcing agencies
- 8.3.2 Proven ability to produce reports and papers on policies, advocating appropriate initiatives to governments, partners and related organizations
- 8.3.3 Demonstrated experience in providing leadership to support a clear Borders and vision and the ability to execute decisions.

### **8.4 Technical Expertise**

- 8.4.1 Strong business acumen and a solid comprehensive understanding of
  - The Migration, Citizenship & Passport Acts, Regulations, policies and procedures.
  - The PNG Immigration and Citizenship Service Act
  - The Public Service Management Act and Public Service General Orders
  - The Public Finance Management Act

- 8.4.2 Ability to establish and maintain effective working relationships with government officials, departmental managers and community, business and related public groups. Successfully work with policy level decision makers with varying levels of understanding of technical issues, including legislators, department directors, and private sector business executives.
- 8.4.3 Ability to apply innovative thinking in conjunction with a technical understanding borders and compliance regulations/policies to emerging outside forces to address needs and problems of providing services to governments, clients, staff and/or large organizations.
- 8.4.4 Ability to communicate effectively, both orally and in writing. The ability to speak and testify effectively before governmental and legal bodies and commissions, the media and community and business groups
- 8.4.5 Assess and solve complex problems; devise methodologies and solutions; perform analyses; relate relevant information on borders and compliances issues and derived solutions appropriately/present recommendations.
- 8.4.6 Ability to review and modify business processes to meet the ever changing needs of a complex and dynamic environment.
- 8.4.7 Knowledge and experience in the principles and practices of government systems, Migration Acts and PNG Immigration and Citizenship Service Act and other laws and regulation government PNG Borders and movement of people in and out of the country.
- 8.4.8 Knowledge of the principles, practices and procedures of management and administration