



ICA
PAPUA NEW GUINEA
PROTECTING BORDERS & PROMOTING PROSPERITY

IMMIGRATION & CITIZENSHIP AUTHORITY

POSITION IDENTIFICATION

	SEQ. NO.	POS. NO. ICA CE 103
ORGANISATION PAPUA NEW GUINEA IMMIGRATION AND CITIZENSHIP SERVICE AUTHORITY	DESIGNATION DEPUTY CHIEF MIGRATION OFFICER	GRADE 15
DIVISION COMPLIANCE & ENFORCMENT	HIGHEST SUBORDINATE GENERAL MANAGERS	
BRANCH OFFICE OF DCMO	IMMEDIATE SUPERVISOR CHIEF MIGRATION OFFICER	
SECTION	LOCATION Waigani HQ	

1 PURPOSE OF POSITION

This position is the Deputy Chief Migration Officer (DCMO) managing the Compliance and Enforcement Division in PNGICA. The Deputy Chief Migration Officer provides executive oversight, strategic direction, leadership and management to the Compliance and Enforcement Division. The position is responsible for ensuring that the rules and regulations of the organization are followed properly. The position ensures that the employees and management handle things appropriately. The position ensures that the Division is run according to laws and regulations and that no illegal practices take place in the Division/the Branches/the sections. The position has the right to investigate employees as well as the management personnel. The position reports to the Chief Migration Officer (CMO) of PNGICA.

2 DIMENSIONS

The position oversees and manages the Compliance and Enforcement Division. The position oversees three branches, eight sections with a total of 58 staff.

The DCMO:

Is one of the four most senior executive positions reporting to the CMO.

Allocates monitors and reports on the Borders and Compliance overall budget.

This position will report directly to the CMO and;

- Will operate with a significant degree of independence.
- Will perform a significant leadership role.
- Will have overall responsibility for managing substantial elements of the Authority's operations.
- Will have the highest level of client and stakeholder management role
- Will conduct high level negotiation and discussion with the CMO and other Deputy Chief Migration Officer on management and policy issues;
- Will perform high level representational roles on behalf of the Authority.
- Will provide significant input to and management of strategic immigration projects;
- Will prepare and present high level reports and presentations for senior government and stakeholder representatives;
- Will direct planning and co-ordination of Authority's activities;
- Will provide a high level of oral advice to the CMO and Minister.
- Will be responsible for managing 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
- Will possess a very high level of capability, demonstrating a detailed and comprehensive understanding of the role and responsibilities of the Authority, as well as the legislation, regulatory and compliance frameworks that inform its activities.
- Will operate with reference to a comprehensive understanding of the social, political, environmental and economic context in which the Authority operates.
- Will be able to demonstrate a clear understanding of how their work is underpinned by the PNGICS Strategic Plan.

- Will provide effective and efficient administration of the Migration Act, Citizenship Act, and Passport Act managed by the PNG Immigration & Citizenship Service.
- Will ensure a stronger immigration and citizenship service that is effective, efficient and better targeted to support PNG's visa, entry permit and passport programs and client needs.
- Will ensure a very high level of productivity and service delivery in the overseas network for Border & Compliance operations.

3 KEY ACCOUNTABILITIES

The Deputy Chief Migration Officer ensures that the Division is running according to the PNG laws and regulations. The Deputy Chief Migration Officer is accountable for:

- Keeping an eye on the functioning of the Division and ensuring that neither the management nor the employees indulge in unethical or illegal activities
- Investigate the different Division, the branches and sections of the organization and interact with the employees to comply on all regulations governing PNG Borders
- Coordinating and organizing the compliance program and making sure that the program is executed to perfection
- Formulating and conduct guidelines in the Division and organize a group to oversee the execution of successful programs, procedures and processes within the Division.
- Responding to the inquiries by the government bodies
- Formulating plans and methods to ensure that the compliance rules are followed
- Consulting corporate lawyers to ascertain law and order specifications
- Ensuring that any outsourcing business in the organisation is according to the laws and also ensuring that the organisation or the individual who has been given the contract is eligible for the job

4 MAIN DUTIES

- Assists the Chief Migration Officer (CMO) in the strategic management and direction of all PNGICSA programs, services and policies as or when required.
- In the absence of the CMO, as advised by the CMO, the DCMO may assume full Authority's responsibility; supervision is exercised over a large number of administrative, professional and clerical staff.
- Responsible for developing and maintaining continuous efforts to improve operations, decrease turnaround times, streamline work processes, and work both independently and cooperatively to provide quality service to the clients.
- Directs and manages the day to day operations of the Borders and Compliance Division
- Directs the daily operations of subordinate managers, by monitoring, assigning, reviewing, approving and evaluating their work and personnel involved in systems analysis, programming, electronic data processing, central computing, application services, and other management information operations of PNGICSA and especially the Division.
- Establishes work priorities of subordinates, develops policies and procedures, and maintains management policies, practices and procedures involving technical standards, personnel requirements and general administrative aspects of the Clients data and business systems.

- Establish goals, performance and accountability measures to ensure managers are meeting timelines, working efficiently, working within budgetary guidelines, and providing high levels of customer and service delivery.
- Responsible for training, hiring, firing, disciplining, promotions, and performance management of subordinate staff.
- Prevent unethical, illegal or improper conduct in delivering services to the clients and staff.
- Investigate process when there is a violation or suspected violation of a regulation, policy, rule or procedure and create a plan for corrective action. Help and advice staff to avoid further risks in the future.
- Monitors the activities of all other Branches and Section within the Division to identify possible trends both good and bad. Carry out evaluations of the compliance activities throughout the organization and provide reviews Online. This keeps the processes under control and running smoothly.
- Reporting violations to the appropriate enforcement agencies including those that are suspected will happen in the future.

5 INTERNAL REPORTING RELATIONSHIPS

The DCMO Borders and Compliance reports directly to the Chief Migration Officer and manages three branches and five sections with a total of 45 staff

6 KEY EXTERNAL STAKEHOLDERS AND CONTACTS

The position is responsible for managing key external stakeholder relationships both within and outside the PNG Government. Key government stakeholders include the Authority of Labor and Industrial Relations especially in relation to work permit processing, and the Tourism Promotion Authority. Key non-PNG government stakeholders include migration agents, the tourism industry, the United Nations High Commissioner for Refugees, The International Organisation for Migration (IOM), the mining industry, peak industry bodies, foreign embassies and High Commissions.

7 DECISION MAKING AUTHORITY

The position has delegation to make Borders and compliances decisions and the authority to sign-off on ministerial submissions.

8 POSITION REQUIREMENTS

8.1 Skills/Knowledge

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

8.2 Education Qualification

- A bachelor's degree from an accredited college or university in corporate law and regulations with five years of increasingly responsible management experience in public sectors
- Master's Degree and experience in public sector is a plus.

8.3 Experience

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

8.4 Technical Expertise

Strong business acumen and a solid comprehensive understanding of

- The Migration and Passport Acts, Regulations, policies and procedures.
- The PNG Immigration and Citizenship Service Act
- The Public Service Management Act and Public Service General Orders
- The Finance Management Act
- Ability to establish and maintain effective working relationships with government officials, State and Federal officials, 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, Authority directors, and private sector business executives.
- 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.
- 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.
- 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.
- Ability to review and modify business processes to meet the ever changing needs of a complex and dynamic environment.
- 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.
- Knowledge of the principles, practices and procedures of management and administration.