

Tuvalu Government – Job Description



Position Title:	Data & Information Officer	
Level and Salary (P/L):	S1 - S3	\$10,887 - \$15,447
Ministry and Division:	MTECI	Immigration
Location:	Funafuti	
Reports to:	Director of Immigration	

JOB PURPOSE:

To support frontline and operational functions of the Immigration Division, particularly the effective processing and monitoring of travelers and craft movement through Tuvalu's ports of entry, ensuring compliance with Immigration laws, data accuracy, and timely reporting for informed decision-making.

KEY RESPONSIBILITIES:

1. Providing assistance to operation as directed by PIO Border Control officer.
2. Providing an output report on operation activity at the border and Seaport to supervisor.
3. Comply to the implementation of directions in accordance with the Immigration and Passport Act and Visa Policy
4. Providing assistance and accurate information to travelers in relations to regulations.
5. Providing of alerts reports to supervisor.
6. Accurate capture correct data in systems

MAIN DUTIES AND OUTCOMES:

- 1.1 Attend the arriving and departing crafts and travelers in processing travel documents of arriving and departing travelers at International airport and seaport as per necessary Act and SoPs.
- 1.2 Entering of data for operation at the airport and seaport into the system.

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3.1 Carry out accurate screening and profiling of aircraft and travelers.

3.2 Enforcement of alert reports and carrying out profiling of airline passengers as directed by supervisor

4.1 Facilitating the movement of people, craft as directed by superior and/ Director of Immigration.

4.2 Providing assistance to travelers in relation to facilitation regulations.

5.1 Providing appropriate support as required to other Border operations eg: Intelligence activities and other law Enforcement Agencies.

6.1 Accurate and timely preparations of reports as required and any other tasks assigned by Director of Immigration.

MANDATORY REQUIREMENTS:

- Completed Form 6 or higher-level education
- Minimum 3 years' relevant experience in immigration, border control, or government operations
- Basic knowledge of immigration legislation and processing frameworks

DESIRABLE REQUIREMENTS:

- Ability to interpret and apply policy and legislation
- Good written and oral communication skills (Tuvaluan and English)
- High-level attention to detail and accuracy
- Excellent excel spreadsheet and computer skills
- Ability to liaise with a range of stakeholders
- Have the confidence in making important and very high-risk decision
- Sound time management skills
- Skills on Border Control at airport or seaport.