

## Job Description

<b>Job title:</b>	HR Officer (Immigration Liaison)
<b>Grade:</b>	AS 2
<b>Department:</b>	HR
<b>Reports to:</b>	HR & Recruitment Manager
<b>Direct Reports:</b>	Nil
<b>Usual Office Base:</b>	Kiarong Complex, Bandar Seri Begawan, Brunei Darussalam

## Job Purpose

Provide support to the HR Department primarily for the efficient and effective processing of staff immigration and labour documentation and take on any additional Administrative Support-related tasks or projects as required.

## Job Objectives

- Provide support to CfBT employees and their families by providing advice and guidance on the application and renewal process for the various types of visas, including employment passes, dependent passes, and student visas.
- Liaise with Immigration, Labour, and other relevant departments on visa and health-screening requirements for CfBT employees and dependents.
- Carry out administrative support tasks related to visa applications/renewals and health screening.
- Process Immigration documentation and maintain accurate employee information records.
- Take on additional tasks or projects within HR, or in support of other Administrative Support departments as required.

## Job Scope

This role will require the job holder to visit Immigration, Labour and other relevant departments regularly in the course of their Immigration liaison duties.

## Person Specification

<b>Knowledge</b>	
<b>Essential:</b> <ul style="list-style-type: none"> <li>Education to at least 'O' Level</li> <li>Working knowledge of HR or administrative processes</li> <li>Possession of full and valid Brunei drivers licence</li> </ul>	<b>Desirable:</b> <ul style="list-style-type: none"> <li>Degree or diploma in administration or HR</li> </ul>
<b>Experience</b>	
<b>Essential:</b> <ul style="list-style-type: none"> <li>Experience with Brunei immigration and labour visa-related processes</li> <li>Experience in a regulatory or audit/compliance environment</li> <li>Experience in an administration role</li> <li>Experience of working with HR personnel systems</li> <li>Frontline customer service experience</li> </ul>	<b>Desirable:</b> <ul style="list-style-type: none"> <li>Experience working in a multi-national environment</li> </ul>
<b>Skills</b>	
<b>Essential:</b> <ul style="list-style-type: none"> <li>Strong organisational skills</li> <li>Excellent verbal and written English language skills.</li> <li>Customer-focus and willingness to assist others</li> <li>Attention to detail and a commitment to high levels of accuracy.</li> <li>Ability to maintain confidentiality of employee and dependent information.</li> </ul>	

<ul style="list-style-type: none"> <li>▪ Self-motivation and initiative</li> <li>▪ A positive attitude and an ability to form good working relationships with staff and stakeholders</li> <li>▪ Proficiency in the MS suite of software applications, in particular MS Excel</li> </ul>	
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## **Commitment to Safeguarding**

A commitment to safeguarding and promoting the welfare of children is essential. Specifically:

### **Personal Professional Qualities**

- Must have a clear commitment to safeguarding children and young people in all circumstances.
- Must have a clear commitment to implementing and adhering to Education Development Trust's safeguarding and child protection policies and reporting procedures, ensuring the safety, health and well-being of children and students is maintained at all times.

### **Additional Duties**

- Responsibility to provide a safe and respectful environment in which children can learn.
- Responsibility to remain vigilant and follow Education Development Trust's child protection reporting procedures if you have a child protection concern.
- Responsibility to ensure all safeguarding concerns are reported and recorded as per Education Development Trust's safeguarding and child protection policies and reporting procedures.

## Our Values



***CfBT Education Services is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and other applicable screening services.***