



JERUDONG INTERNATIONAL SCHOOL invites suitably qualified Citizens and Permanent Residents of Brunei Darussalam to apply for the following position:

Labour & Immigration Liaison Officer

The successful applicant will work within the School's HR team and report to the Assistant Head of HR. The role is to provide support on the administration and execution of Labour and Immigration related tasks such as passport endorsements and visa applications for expatriate staff and their dependents. He/she should have the ability to multi task, plan and work independently.

Requirements:

- Well versed on Brunei Immigration and Labour practices
- Good command of spoken and written English
- Good organisational and time management skills
- Must possess a clean valid driving licence and own transport
- Knowledge on foreign student visa would be an added advantage

To apply, please complete the Application Form to be found in the Employment Section on the school website (www.jis.edu.bn), where you will also find further details of the post. Please ensure that you state your expected salary in your letter of application, your CV includes a recent photo and full contact details (including email address) of two professional referees.

Closing Date: Friday, 22nd November 2019

Safeguarding

JIS is committed to safeguarding and promoting the welfare of all students in its care. Successful candidates must be willing to undergo comprehensive child protection screening, including an enhanced criminal record disclosure and other standard pre-employment safeguarding checks.



JOB DESCRIPTION

Accountable to : Assistant Head of HR

General Statement of responsibilities (subject to change and development):

- To obtain all necessary work/dependent passes and entry visas for all current and new expatriate staff and their dependents
- To obtain Brunei IC for all expatriate staff and their dependents where necessary.
- To meet all new expat staff and their families upon arrival at Brunei International Airport.
- To assist all new expat staff with their medical tests i.e. chest x-ray and blood test at the Brunei Health Screening Centre and collect the test results for immigration purposes.
- To assist current staff who requires full medical test from RIPAS as and when required.
- To advise staff on immigration matters (eg. visit of relatives, amah licence).
- To liaise with the Ministry of Education with regard to teacher registration as and when required.
- To obtain all necessary student passes and visas for JIS boarding house students.
- To perform other related duties as assigned from time to time by the Assistant Head of HR or Head of HR.