



SAPEM has a vacancy for an Immigration Officer

Introduction	
Job Title:	Immigration Officer
Business Line:	Asset Based Non-Drilling
Department:	Human Resources
Requirements	
Qualification:	Bachelor's degree in business/ public management
Knowledge of the English Language:	Yes
Labour Relationship:	Permanent Contract
Years of Experience:	2-3 in a similar field
It Skills:	Computer Literate (Microsoft Office, Microsoft Project or similar)
Soft Skills:	Verbal /Written/ Interpersonal Skills
Nice To Have:	Knowledge of Guyana's immigration regulations, work permits, landing permits and visa processing
Location:	Georgetown

**OBJECTIVE:**

Works under the supervisor of the Personnel Logistics/ Local Sustainability Coordinator and HR Lead and acts as the main point of contact at the Ministry of Home Affairs regarding Saipem's immigration process.

**RESPONSIBILITIES AND DUTIES:**

- Acts as the main point of contact at the Ministry of Home Affairs regarding Saipem's immigration process.
- Ensure compliance with all necessary immigration regulations.
- Review and analyze changes in regulations that could impact the immigration process.
- Provide Immigration Liaisons with all pertinent documentation and guidance when necessary.
- Review all forms and relevant documents received to ensure accuracy and completeness.
- Regularly update and monitor the Immigration Tracker to ensure the validity of key documents.
- Overseeing the management of the Immigration Processes
- Liaise with international HR Representatives on processes, status updates, and requirements through weekly meetings.
- Liaise with the Offshore Team to ensure personnel passports are received promptly.
- Provide updates to the project management team on the status of applications and immigration issues.
- Support the team with other non-immigration-related activities such as administrative duties.
- Any other duties as assigned.

Please send your resume with the subject "**Immigration Officer**" to [saipemgycareers@saipem.com](mailto:saipemgycareers@saipem.com)

Please note, that the application closing date is **August 13<sup>h</sup>, 2024**.

**Only shortlisted candidates will be contacted.**