

Operating in close association with Harrow School in London, the Harrow family of schools share the same mission, ethos and high standards. Set on a spacious, garden site in one of Asia's most diverse and dynamic cities, Harrow Bangkok is Harrow's original school in Asia and is thriving, with a roll of 1,500, with innovative educational programmes, and a strong commitment to service and outstanding academic results.

Senior Visa and Immigration Officer

The school is looking for an experienced and knowledgeable Senior Visa and Immigration Officer to handle a variety of to oversee the immigration and visa function in our School whilst ensuring legal compliance in all related areas. This position is critical to maintain Harrow Bangkok's relations with various branches of Government departments and Ministries. The Visa and Immigration Officer must have a strong understanding of all Thai Government visa and border control procedures as well as any related legislation.

Main Duties and Responsibilities

- Oversee all aspects of the Visa and Immigration Service, ensuring that the process runs smoothly and make improvements where necessary
- Line manage the support staff to follow policy and procedure in line with School and Government expectations
- Confidently and supportively deal with a range of staff, parents and students regarding visa and immigration related issues
- Set procedures, oversee and monitor the completion of all relevant visa and immigration documents and ensure that they are received within the required time limit
- Maintain strong working relationships with all staff and colleagues
- Take full responsibility of all Immigration issues and operations, remaining up to date with any changes to legislation
- Train other key HR staff to enhance their understanding of immigration rules to help them to fulfil their roles to a high level
- Create and maintain an efficient and smooth system for appointment setting with staff
- Create and maintain a system for monitoring visa and passport status
- Demonstrate a high level of integrity, confidentiality and care in all transactions
- Work within strict timelines and communicate with authorities, the HR Manager and individuals consistently and effectively to keep all parties fully informed at all times
- Deal with any other matters that arise with governmental authorities from time to time

Qualifications and Professional Qualities

- Educated to degree level in related field
- Have a high level of experience in Immigration and Thai Government procedures
- Motivated, energetic and able to both manage and work as a part of a team
- Highly developed oral and written English communication skills, with a sound ability to prepare complex correspondence and reports
- Strong organisational skills in managing a large and complex caseload within a busy team environment
- Ability to work to tight deadlines even when under pressure, whilst still being able to provide a high level of customer service
- Ability to interpret and apply Thai immigration legislation and policy guidelines
- Proficiency in using computer systems, and an able to use software related to Visa and Immigration data

Mandatory Criteria:

- Ability to communicate fluently in oral and written Thai and English

Harrow International School Bangkok recruitment and selection procedures reflect our commitment to the safety and protection of children. Candidates will be expected to comply with our School Child Protection and Safeguarding Policy.

Application deadline: **Friday 17th April 2017** (early submission of applications are encouraged)

Please complete the application form and submit it along with your CV and an introductory letter directly to

Harrow Bangkok at HR.recruitment@harrowschool.ac.th