

<b>Ministry:</b>	Ministry of Revenue and Custom
<b>Division:</b>	Legal Services
<b>Location:</b>	Nuku'alofa
<b>Position:</b>	Deputy CEO
<b>Position Number:</b>	MORC F-002
<b>Reports to:</b>	Chief Executive Officer
<b>Band:</b>	F
<b>Salary:</b>	\$47,695 - \$71,542
<b>Important Note:</b>	
<p><i>"This position is subject to rotation to similar roles within the same division and across other divisions of MORC, as directed by the Chief Executive Officer, providing dynamic career development opportunities"</i></p>	
<b>Job Purpose</b>	<p>Ministry Profile Statement: The Ministry of Revenue and Customs is mandated to set and implement tax policy to collect vital tax revenue, facilitate cross border trade and ensure security of our borders by combating illicit trade and travel.</p> <p>Job Purpose: To provide high-quality legal services and collaborate with other Head of Division to ensure efficient policies for timely tax and duty collection, supporting the Ministry's mission of integrity and effective service delivery</p>
<b>Accountabilities / Outcomes</b>	<ul style="list-style-type: none"> <li>• Provide legal advice to the CEO, DCEOs, Ministers and Government on Customs/Tax regulatory frameworks and policies and assist in strengthening compliance</li> <li>• Conduct legal recovery actions for outstanding taxes through the courts, review objections against tax assessments and ensure timely legal proceedings</li> <li>• Handle legal research, prepare case submission and represent the Ministry in tribunal and court proceedings, collaborating with the Attorney General's Office</li> <li>• Analyse customs/tax policy legal implications and provide advise to guide Ministry's modernization and reform goals</li> <li>• Draft and amend legislation, regulations, tax treaties and contracts related to customs and tax laws</li> <li>• Oversee staff management within the Legal Services Division, ensuring clear task delegation, appropriate resource allocation and adherence to workplace policies</li> <li>• Lead and manage special legal projects in collaboration with other divisions, ensuring adherence to tax and customs regulations</li> <li>• Prepare weekly/monthly reports for internal use and meetings</li> <li>• Prepare CP and AMP of the division, monitor performance against these plans and ensure alignment with overall Ministry objectives</li> </ul>
<b>Person Specification</b>	

<b>Skills and Abilities</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Excellent leadership skills including inspiring, motivating and developing staff to achieve Legal Services Division objectives</li> <li>• Strong strategic thinking including the ability to identify and manage legal risks in Revenue and Customs operations and changes in the law</li> <li>• Strong management skills including developing plans, targets, measurement, monitoring and reporting on performance and developing legal policies and procedures to ensure quality work outcomes</li> <li>• Excellent knowledge of Taxation and Customs (including debt recovery) legislation, legal principles and processes</li> <li>• Excellent legal research skills to analyse cases, statutes and regulations and develop persuasive arguments</li> <li>• Strong customer service skills including conflict resolution</li> <li>• Strong written and verbal communication skills for drafting legal documents, providing advice on new legislation and policies and representing the Ministry on legal matters</li> <li>• Excellent stakeholder management skills - establishing and nurturing internal and external relationships particularly in respect to policy formulation</li> <li>• High level of professionalism, integrity and ethical behaviour</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Strong project management skills including understanding of change management process</li> </ul>
<b>Qualifications and Experience</b>	<p><b>Minimum Requirement</b></p> <ul style="list-style-type: none"> <li>• PHD with at least 2 years' experience in a similar role OR at least 4 years relevant working experience</li> <li>• Master's Degree with at least 4 years' experience in a similar role or at least 6 years relevant working experience</li> <li>• Post Graduate Diploma with at least 6 years' experience in a similar role or at least 8 years relevant working experience</li> <li>• Bachelor's degree with at least 8 years' experience in a similar role or at least 12 years relevant working experience</li> </ul> <p><u>Qualifications acceptable for this role must be in Law, or Taxation Law from a recognised educational institution.</u></p>
<b>Authorised by (sign and date)</b>	
<b>Chief Executive Officer:</b>	<p>Name: Mr. Michael Cokanasiga</p> <p>Signature:</p>
<b>Employee:</b>	<p>VACANT</p> <p>Signature:</p>