

Ministry:	Ministry of Revenue and Custom
Division:	Cargo Clearance
Location:	Nuku'alofa
Position:	Deputy CEO
Position Number:	MORC G-06
Reports to:	Chief Executive Officer
Band:	G
Salary:	\$42,926 - \$64,389
Important Note:	
<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>	
Job Purpose	<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 lead and manage the Cargo Clearance Division of the Ministry of Revenue & Customs. Ensure efficient cargo clearance operations, compliance with customs regulations, and effective implementation of international standards.</p>
Accountabilities / Outcomes	<ul style="list-style-type: none"> • Lead the Cargo Clearance Division, ensuring effective management of operations for customs clearance • Supervise and manage the performance of staff to achieve division objectives and smooth daily operations • Develop and implement the Division's Corporate Plan (CP) and Annual Management Plan (AMP) • Allocate resources effectively to enhance the efficiency of customs clearance processes • Ensure compliance with customs procedures, international obligations, and regulatory standards (e.g., Revised Kyoto Convention) • Monitor and improve cargo clearance processes to facilitate trade and minimize delays. • Collaborate with customs brokers, importers, exporters, and government agencies to improve cargo clearance operations • Represent the Division at meetings and forums related to customs clearance and trade facilitation • Mentor team members and build capacity to ensure a well-trained workforce • Provide training sessions for staff and stakeholders on cargo clearance procedures and best practices • Monitor the Division's performance against CP and AMP to ensure alignment with Ministry goals • Prepare and submit regular progress reports to the CEO • Develop and implement strategies for compliance improvement within the Division • Ensure effective risk management practices to mitigate risks associated with customs clearance operations

Person Specification	
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> • Excellent leadership skills including inspiring, motivating and developing staff and teams to achieve Cargo Clearance Division objectives • Strong strategic thinking - identifying risks and developing strategies, practice and operational initiatives, to improve cargo clearances • Strong project management skills including understanding of change management processes, commitment to continuous improvement and encouraging innovation, for example with application to digitizing clearance processes • Excellent management skills including developing plans, resource allocation, targets, measurement, monitoring and reporting on performance and developing policies and procedures to ensure quality work outcomes • High level communication skills including representation, negotiation and relationship management • Strong understanding of customs legislation and practice including international trends. • High level of professionalism, integrity and ethical behaviour.
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> • PHD with at least one-year relevant working experience • Master's Degree with at least 3 years' experience in a similar role OR at least 5 years relevant working experience • Post Graduate Diploma with at least 4 years' experience in a similar role or at least 6 years relevant working experience • Bachelor's degree with at least 7 years' experience in a similar role or at least 10 years relevant working experience <p><u>Qualifications acceptable for this role must be in Business Administration, Media, Teaching & Education, Taxation, Accounting, Commerce, Professional Accounting, or Information Technology from a recognised educational institution.</u></p>
Authorised by (sign and date)	
Chief Executive Officer: [Supervisor]	Name: Mr. Michael Cokanasiga Signature:
Employee:	VACANT