

Ministry:	Ministry of Revenue and Custom
Division:	Trade Facilitation and Policy Development
Location:	Nuku'alofa
Position:	Deputy CEO
Position Number:	MORC G-07
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 Trade Facilitation and Policy Development Division of the Ministry of Revenue & Customs. Responsible for ensuring efficient trade facilitation, compliance with international obligations, and fostering a supportive environment for economic growth by improving customs processes and collaborating with industry and government stakeholders.</p>
Accountabilities / Outcomes	<ul style="list-style-type: none"> • Lead the Trade Facilitation and Policy Development Division • Supervise staff performance and allocate resources to ensure smooth daily operations • Develop and implement strategies for customs process improvement and trade facilitation • Develop and oversee the Division's contribution to the Corporate Plan (CP) and Annual Management Plan (AMP). • Advise the CEO on policy development to support compliance, improve efficiency, and align with international trade agreements • Lead initiatives to enhance trade facilitation in line with international standards (e.g., WTO Trade Facilitation Agreement, PACER Plus Agreement) • Ensure compliance with customs valuation principles, tariff reforms, and other international obligations • Collaborate with industry and government stakeholders to support economic growth and respond to changing expectations • Represent the Ministry in national and international trade forums and provide updates on trade facilitation and policy developments • Mentor senior team members to build capacity and prepare them for leadership roles • Conduct training sessions on trade facilitation and policy issues for Ministry staff and stakeholders

	<ul style="list-style-type: none"> • Monitor the Division’s progress against the CP and AMP and ensure adherence to relevant regulations • Compile divisional reports for the CEO and present updates at HOD meetings • Ensure timely submission of monitoring and evaluation reports • Review customs and trade legislation to improve duty collection and streamline operations. • Provide recommendations to the CEO for legislative improvements to enhance trade facilitation.
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 Trade Facilitation and Policy Division objectives • Strong strategic thinking - identify risks and opportunities and develop strategies, practice and operational initiatives, to improve trade facilitation • Excellent management skills including developing plans, allocating resources, measurement, monitoring and reporting on performance and developing policies and procedures to ensure quality work outcomes • Strong communication skills including ability to advise Government, representation, negotiation and relationship management • Strong understanding of customs legislation and practice, in particular international standards and obligations such as the WTO Trade Facilitation Agreement, Revised Kyoto Convention on the simplification and harmonisation of Customs Procedures and the PACER Plus Agreement • Strong stakeholder management skills to develop and strengthen partnerships with relevant local stakeholders, international accredited institutions and government • 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:	<p>Name: Mr. Michael Cokanasiga</p> <p>Signature:</p>

Employee:

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