

<b>Ministry:</b>	Ministry of Revenue and Custom
<b>Division:</b>	Office of the CEO
<b>Section:</b>	Policy Planning & International Executive Support
<b>Location:</b>	Nuku'alofa
<b>Position:</b>	Senior Assistant Deputy CEO
<b>Position Number:</b>	MORC H-06
<b>Reports to:</b>	Chief Executive Officer
<b>Band:</b>	H
<b>Salary:</b>	\$38,156 - \$57,234
<b>Important Note:</b>	
<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>	
<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 lead, develop, implement, and monitor strategic plans, policies, and programs for the Ministry of Revenue and Customs. Ensure alignment with the Ministry's objectives, supporting the CEO in managing all policy and planning activities, and contributing to efficient and effective operations.</p>
<b>Accountabilities / Outcomes</b>	<ul style="list-style-type: none"> <li>• Develop and manage the Corporate Plan (CP) and Annual Management Plan (AMP) for the Ministry.</li> <li>• Design and oversee the implementation of the Ministry's policies and strategic plans.</li> <li>• Provide strategic direction for the Policy and Planning Unit.</li> <li>• Support the CEO and Ministry's management team in evaluating the impact of tax policies on revenue.</li> <li>• Allocate resources effectively and manage staff performance.</li> <li>• Monitor the implementation of plans and ensure that objectives and outputs are met.</li> <li>• Conduct quarterly reviews of progress and ensure adherence to policies and regulations.</li> <li>• Prepare and submit regular reports, including annual reports, to the CEO.</li> <li>• Provide policy advice on improving the tax and duty regulatory framework.</li> <li>• Review and update existing policies to support the Ministry's development goals.</li> <li>• Lead the development of policy documents and reports, and consult with stakeholders on taxation matters.</li> <li>• Facilitate the development and implementation of special projects to strengthen revenue services.</li> <li>• Conduct risk assessments for policies and procedures and develop appropriate mitigation plans.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure effective communication within the Policy and Planning Unit.</li> <li>• Represent the Ministry at conventions, seminars, and public hearings related to planning and policy</li> <li>• Collaborate with the Tax Operation Division and other stakeholders to ensure policy objectives are met.</li> </ul>
<b>Person Specification</b>	
<b>Skills and Abilities</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Strong leadership skills including motivating and developing staff and teams to achieve the Policy and Planning unit's objectives</li> <li>• Strong strategic thinking</li> <li>• Strong management skills including developing plans, targets, measurement, monitoring and reporting on performance and developing policies and procedures to ensure quality work outcomes</li> <li>• Strong decision-making and problem-solving in high-pressure situations</li> <li>• In-depth knowledge and understanding of tax and customs regulations</li> <li>• Strong project management skills including understanding of change management processes, commitment to continuous improvement and encouraging innovation in the design of compliance strategies aimed at large taxpayers</li> <li>• Excellent communication skills including presentation, negotiation and relationship management</li> <li>• Excellent customer service and stakeholder management skills</li> <li>• High level of professionalism, integrity and ethical behaviour.</li> </ul>
<b>Qualifications and Experience</b>	<p><b>Minimum Requirement:</b></p> <ul style="list-style-type: none"> <li>• Master's Degree with at least 2 years' experience in a similar role OR at least 4 years relevant working experience</li> <li>• Post Graduate Diploma with at least 3 years' experience in a similar role or at least 5 years relevant working experience</li> <li>• Bachelor's degree with at least 5 years' experience in a similar role or at least 8 years relevant working experience</li> </ul> <p><u>Qualifications acceptable for this role must be in <b>Tax Law, Accounting, Finance, Business Studies, Auditing, Economics, Public Policy, Management, Information Systems, Business Administration, or Commerce</b> from a recognised educational institution.</u></p>
<b>Authorised by (sign and date)</b>	
<b>Chief Executive Officer:</b>	<p>Name: Michael Cokanasiga</p> <p>Signature:</p>
<b>Employee:</b>	VACANT