

Ministry:	Ministry of Revenue and Custom
Division:	Compliance Improvement
Section:	Risk Management
Location:	Nuku'alofa
Position:	Principal Revenue Officer
Position Number:	MORC I-17
Reports to:	SADCEO
Band:	I
Salary:	\$34,342 - \$51,511
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: Assist the SADCEO to lead and manage the risk management and Intelligence section to apply the Risk Management Framework to identify, assess and manage risks to the revenue and collect and analyse data to extract intelligence to identify trends, patterns and potential threats or opportunities</p>
Accountabilities / Outcomes	<ul style="list-style-type: none"> • Assists SADCEO in supervision, planning, designing and reporting of the Risk Management Section to ensure what has been planned is achieved and align with relevant strategies/target outputs. • Provide tax risk management advice, delivering training on compliance, and ensuring adherence to tax laws to both staff and taxpayers. Support compliance program through visits to stakeholders and advise management on intelligence outcomes related to taxpayers. • Provide coaching on risk assessments. Allocate tasks, guide staff through complex assessment, and management performance. • Direct, lead and assign tasks/activities to staff, and ensure high level performance standards at all times. • Monitoring and evaluating overall performance of Risk management Section. • Conduct and perform risk assessments which involve analysing, identifying, describing and estimating all taxation risks affecting the Ministry. • Reporting on all areas of potential risks that relates to taxation and provide recommendation to CEO for potential areas for improvement • Lead risk prioritization and assessment, guide the team and discuss issues with relevant sections based on risk findings. • Develop a risk mitigation plan, assign treatments to relevant section • Monitoring and follow up the risk mitigation reports from relevant section

	<ul style="list-style-type: none"> • Prioritized and keep all intelligence cases confidential. Conduct investigations on high-risk taxpayers, gather intelligence and focus on tax evasion and money laundering and provide reports to CEO.
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> • Strong leadership skills including motivating, training and developing people and teams to achieve the Risk Management and Intelligence section objectives • Strong strategic and risk management skills- conducting the more complex risk assessments and developing compliance improvement strategies, practice and operational initiatives • Well-developed management skills including developing plans, targets, measurement, monitoring and reporting on performance and developing policies and procedures to ensure quality work outcomes • Strong data analysis and interpretation skills and attention to detail • Proficient in using data analytics tools, tax accounting software and the Revenue Management System • Well-developed communication, presentation and report writing skills • Strong understanding of taxation legislation and business practices including international trends • High level of professionalism, integrity and ethical behaviour <p>Desirable:</p> <ul style="list-style-type: none"> • Well developed project management skills including understanding of change management processes, commitment to continuous improvement and encouraging innovation • Strong problem-solving skills
Qualifications and Experience	<p>Minimum Requirement:</p> <ul style="list-style-type: none"> • Master’s Degree with at least 1 year experience in a similar role OR at least 3 years relevant working experience • Post Graduate Diploma with at least 2 years’ experience in a similar role or at least 4 years relevant working experience • Bachelor’s degree with at least 4 years’ experience in a similar role or at least 6 years relevant working experience <p><u>Qualifications acceptable for this role must be in Management, Policy, Economics, Finance, Accounting, Business Studies, Professional Accounting, Auditing, Business Administration, Business, Finance, Information System, Mathematics, Commerce, Taxation, or Public Policy from a recognised educational institution.</u></p>
Authorised by (sign and date)	
Chief Executive Officer:	<p>Name: Michael Cokanasiga</p> <p>Signature:</p>
Deputy CEO	Name:

	Signature:
Senior Assistant Deputy CEO	Name: Signature:
Principal Revenue Officer	VACANT