

REVISED JOB DESCRIPTION	
Ministry:	Revenue & Customs
Division:	Border Control Division
Section:	Outer Island Offices - Vava'u Office
Location:	Vava'u
Position:	Principal Revenue Officer
Position Number:	MORC I-14
Reports to:	Deputy CEO
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 & Customs is the 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:</p> <ul style="list-style-type: none"> To assist the DCEO in leading and managing the Vava'u Office to enhance border security coordination (to detect illicit trade and support legitimate cross border trade and travel), to facilitate trade and collect revenue
Accountabilities / Outcomes	<ul style="list-style-type: none"> Assist DCEO in formulating Vava'u Customs Office Corporate Plans and Annual Management Plan, implement and closely monitor plans Review progress made against Key Performance Indicator of the Annual Vava'u Customs Office's Plan. Organizing staff in accordance with the assigned roles of Customs services in Vava'u Established Procedures to secure the Customs Services in Vava'u and comply against Customs Legislation and Regulations Coordinate resource allocation to cater for the Budget requirement for the Vava'u Customs Office Planning Liaise and consult with DCEO on matter arising from Vava'u Customs office Consult with stakeholders on matter relating to representations submitted to Vava'u Customs Office and report to DCEO. Timely up skilling of staff and stakeholders on Customs Technical areas. Conduct annual review of performance against operation priorities of the Section Conduct weekly meetings with Vava'u Branch staff Conduct meetings with relevant key stakeholders on Vava'u operation and policy management issues Review Vava'u Customs process to improve and secure illegal activities passing through the borders. Assist DCEO in developing revenue maximization and community protection policies that are consistent with international agreements and treaties

	<ul style="list-style-type: none">• Provide advice to the DCEO on Vava'u improvement strategies to address illegal activities passing through borders• Provide advice on risk management strategies to facilitate and control legitimate trade• Develop appropriate guidelines and staffing training programs to enhance staff capacity• When there are changes to legislation these must be translated into workplace action• Develop appropriate Standard Operation Procedures to provide guideline for Customs processes and procedures
Person's Specification	
Skills and Abilities	<p><u>Mandatory:</u></p> <ul style="list-style-type: none">• Excellent leadership skills including motivating, training and developing Vava'u staff to achieve border control, trade facilitation and revenue collection objectives• Well-developed strategic thinking - identifying risks and developing strategies, practice and operational initiatives, to improve border security and control• Strong management skills - developing plans and targets, organizing work and staff, measuring, monitoring and reporting on performance including adherence to standard operating procedures• Strong customer service skills• Strong communication skills including representation, negotiation and relationship management• Well-developed stakeholder management skills• Very good knowledge of customs legislation and practice, international standards and obligations and international trends.• High level of professionalism, integrity and ethical behavior. <p><u>Desirable:</u></p> <ul style="list-style-type: none">• Strong problem-solving skills
Minimum Requirement	<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)	
CEO	<p>Name: Mr. Michael Cokanasiga</p> <p>Signature</p>

Deputy CEO	Name: Signature
Employee	VACANT