

<b>Ministry:</b>	Ministry of Revenue and Custom
<b>Division:</b>	Corporate Services
<b>Section:</b>	HR & Administration
<b>Location:</b>	Tongatapu
<b>Position:</b>	Revenue Officer Graduate
<b>Position Number:</b>	MORC L-05
<b>Reports to:</b>	Senior Assistant Deputy CEO
<b>Band:</b>	L
<b>Salary:</b>	\$22,133 - \$33,194
<b>Important Note:</b>	
<p><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></p>	
<b>Job Purpose</b>	<p><b>Ministry Profile Statement:</b> 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><b>Job Purpose:</b> To support the SRO and Supervisor in managing the Ministry’s Performance Management System (PMS), recruitment and training.</p>
<b>Accountabilities / Outcomes</b>	<ul style="list-style-type: none"> <li>• Assist the SRO in managing the PMS of the Ministry</li> <li>• Prepare and coordinate Mid-year Review and End of Financial Year review activities</li> <li>• Compile and complete the bi-annual PMS report for submission to PSC, ensuring adherence to deadlines</li> <li>• Track overseas training and workshops attended by staff</li> <li>• Assist in facilitating travel documents of nominees for overseas travel</li> <li>• Identify training needs based on PMS forms and arrange appropriate training programs</li> <li>• Propose training schedules for supervisor’s recommendation to CEO</li> <li>• Maintain accurate records of training activities, PMS reviews and staff development</li> <li>• Collaborate with staff and stakeholders to facilitate effective implementation of processes and training initiatives</li> </ul>
<b>Person Specification</b>	
<b>Skills and Abilities</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Very good knowledge of HR and administration systems, best practices and legal requirements including PSC regulations</li> <li>• Very good customer service skills - providing HR support, advice and guidance to managers and staff</li> <li>• Very good verbal and written communication skills</li> <li>• Strong attention to detail ensuring accuracy and high-quality results</li> <li>• Well-developed relationship management skills</li> <li>• High level of professionalism, integrity and ethical behaviour</li> </ul>

<b>Qualifications and Experience</b>	<b>Mandatory:</b> <ul style="list-style-type: none"> <li>• Bachelor's degree with no working experience</li> <li>• Diploma Certificate with at least 2 years' experience in a similar role or at least 3 years relevant working experience</li> </ul> <p><b>Qualifications acceptable for this role must be in <u>Accounting, Economics, Finance, Business Studies, Information Technology, Computer Science, Commerce, Financial Management, Policy, Taxation, Management, Mathematics, Auditing, or Arts</u> from a recognised educational institution.</b></p>
<b>Authorised by (sign and date)</b>	
<b>Chief Executive Officer:</b>	Name: Michael Cokanasiga  Signature:
<b>Deputy CEO</b>	Name:  Signature:
<b>Senior Assistant Deputy CEO</b>	Name:  Signature:
<b>Senior Revenue Officer</b>	VACANT