

<b>REVISED JOB DESCRIPTION</b>	
<b>Ministry:</b>	Revenue & Customs
<b>Division:</b>	Office of the CEO
<b>Section:</b>	Intelligence & Anti-Illicit Drugs Coordination
<b>Location:</b>	Tongatapu
<b>Position:</b>	Revenue Officer Grade I
<b>Position Number:</b>	MORC N-14
<b>Reports to:</b>	Senior Revenue Officer
<b>Band:</b>	N
<b>Salary:</b>	\$13,344.00 - \$20,033.00
<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><b>Ministry Profile Statement:</b> The Ministry of Revenue and Customs is mandated to set and implement tax policy to collect tax revenue, facilitate cross border trade and ensure security of our borders by combating illicit trade and travel.</p> <p><b>Job Purpose:</b></p> <ul style="list-style-type: none"> <li>To assist the SRO by collecting, analyzing, and disseminating intelligence to support informed decision-making, enhance risk management, and combat illegal activities related to international trade.</li> </ul>
<b>Accountabilities / Outcomes</b>	<ul style="list-style-type: none"> <li>Register complaints or reports received in connection with any alleged violations of Customs Legislation</li> <li>Analyse strategic intelligence information and disseminate findings to the team and other work areas</li> <li>Compile preliminary briefing of the case and submit to OC Enforcement for validation and further direction</li> <li>Assist in conducting investigation as commissioned by OC Enforcement</li> <li>Gather evidences and exhibits relevant to the case under investigated</li> <li>Assist in prepare search warrants, conduct searches and interviews and prepare statements only when commissioned by OC Enforcement</li> <li>Maintain exhibit register and exhibits must be preserved for submission as evidence in Court</li> <li>Make timely, well considered, and legally correct recommendations to the OC Enforcement with regards to further action to be taken</li> <li>Maximize interaction and information sharing with other Customs worldwide agencies to alleviate global crimes on targeted shipments</li> <li>Participate and co-operate with other team members in achieving team goals and objectives</li> <li>Provide information of interest for Intelligence, Post Clearance Audit, Risk Management and legal purpose</li> <li>Any other duties that may be assigned from time to time</li> </ul>
<b>Person’s Specification</b>	

<b>Skills and Abilities</b>	<b>Mandatory:</b> <ul style="list-style-type: none"> <li>• Very good knowledge of Intelligence frameworks, strategies and techniques for collection, collation, analysis, evaluation and dissemination and ability to apply to Customs business</li> <li>• Very good risk management skills</li> <li>• Strong analytical skills including use of data analytics to identify risks and support targeting and profiling work</li> <li>• Strong surveillance skills including attention to detail, accuracy and timeliness</li> <li>• Strong verbal and written communication skills including interview techniques and preparing records of statement</li> <li>• Very good stakeholder management and liaison skills particularly with other intelligence and law enforcement organizations</li> <li>• Strong knowledge of Customs legislation and practice including international trends</li> <li>• High level of professionalism, integrity and ethical behavior</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>• Strong problem-solving skills</li> </ul>
<b>Minimum Requirement</b>	<b>Mandatory:</b> <ul style="list-style-type: none"> <li>• Diploma Level 5/6 TNQAB framework in relevant field</li> <li>• Certificate level 4/trade/technical qualification + 2 years' relevant work experience</li> <li>• Form 7 + 4 years' relevant work experience</li> <li>• PSSC + 7 years' relevant work experience</li> <li>• Current TPS employee with 5 years' experience in a similar role (meeting other core competency and experience requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years)</li> </ul>
<b>Authorised by (sign and date)</b>	
<b>CEO</b>	<b>Name: Mr. Michael Cokanasiga</b>  Signature:
<b>Senior Revenue Officer</b>	<b>Name:</b>  Signature:
<b>Employee</b>	<b>VACANT</b>