

<b>Ministry:</b>	Ministry of Revenue and Custom
<b>Division:</b>	Client Support and Public Relations
<b>Section:</b>	Public Relations & Education
<b>Location:</b>	Tongatapu
<b>Position:</b>	Revenue Officer Grade I
<b>Position Number:</b>	MORC N-09
<b>Reports to:</b>	Senior Revenue Officer
<b>Band:</b>	N
<b>Salary:</b>	\$13,355 - \$20,033
<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 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> Assist in the design and delivery of high-quality taxpayer education services and public relations to raise awareness of taxpayer obligations, with a focus on content development and management</p>
<b>Accountabilities / Outcomes</b>	<ul style="list-style-type: none"> <li>• Assist in creating and managing content for taxpayer education initiatives and public relations activities</li> <li>• Support the design and delivery of educational programs aimed at raising taxpayer awareness of their obligations</li> <li>• Help in planning and executing public relations campaigns to improve taxpayer understanding and compliance</li> <li>• Collaborate with team members to ensure educational content is accessible and relevant to target audience</li> <li>• Maintain records of education and public relations activities and provide regular progress updates to the supervisor</li> </ul>
<b>Person Specification</b>	
<b>Skills and Abilities</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Good written and verbal communication skills including proficiency in developing content for the Ministry newsletter and Ministry social media platforms particularly Facebook</li> <li>• Good organization skills - attention to detail, accuracy and timeliness, for example in coordinating data and information from Divisions for the newsletter</li> <li>• Good public relations skills including managing media enquiries</li> <li>• Well-developed customer service skills</li> <li>• High level of professionalism, integrity and ethical behaviour.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Good understanding of taxation legislation and practice including international trends</li> </ul>
<b>Qualifications and Experience</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 or equivalent of Certificate level 3 + 4 years' relevant work experience</li> <li>• PSSC or equivalent of Certificate level 2 + 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>Chief Executive Officer:</b>	Name: Michael Cokanasiga  Signature:
<b>Senior Assistant Deputy CEO</b>	Name:  Signature:
<b>Senior Revenue Officer</b>	Name:  Signature:
<b>Revenue Officer Grade I</b>	VACANT