

REVISED JOB DESCRIPTION	
Ministry:	Revenue & Customs
Division:	Border Control
Section:	Major International Ports - Fua'amotu International Airport
Location:	Tongatapu
Position:	Revenue Officer Grade I
Position Number:	MORC N-25
Reports to:	Senior Revenue Officer
Band:	N
Salary:	\$13,344.00 - \$20,033.00
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 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 assess import and export declarations to ensure the documentation and information submitted are correct and processed accordingly or otherwise rejected through the application of Risk Management framework.
Accountabilities / Outcomes	<ul style="list-style-type: none"> Check all ESADs and supporting documents submitted are complete and that all particulars required on the forms have been completed Ensure that all vetted ESADs and supporting documents are date stamped and distribute to the Lodgment & Profiling Officer Ensure that all incomplete or rejected ESADs forms are placed back into the query box To answer queries and give appropriate advice as required in the course of customer service duties Provide information of interest for Intelligence, Post Clearance Audit, Risk Management and legal purposes Participate and co-operate with other team members in achieving team goals and objectives Any other duties that may be assigned from time to time
Person's Specification	
Skills and Abilities	<p><u>Mandatory:</u></p> <ul style="list-style-type: none"> Very good customer service skills, including attention to detail, accuracy and timeliness Very good data analysis skills with ability to verify and reconcile passenger data to identify risks Good verbal and written communication skills including report writing and relationship management Good cash handling and reconciliation skills Sound knowledge of Customs legislation and operations including computer systems High level of professionalism, integrity and ethical behavior

Minimum Requirement	<p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • Diploma Level 5/ 6 TNQAB framework in relevant field; • Certificate level 4/trade/technical qualification + 2 years' relevant work experience • Form 7 or equivalent of Certificate level 3 + 4 years' relevant work experience • PSSC or equivalent of Certificate level 2 + 7 years' relevant work experience • 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)
Authorised by (sign and date)	
CEO	<p>Name: Mr. Michael Cokanasiga</p> <p>Signature:</p>
Deputy CEO	<p>Name:</p> <p>Signature:</p>
Senior Revenue Officer	<p>Name:</p> <p>Signature:</p>
Employee	VACANT