

REVISED JOB DESCRIPTION	
Ministry:	Revenue & Customs
Division:	Border Control
Section:	Outer Island Offices - Ha'apai Office
Location:	Ha'apai
Position:	Revenue Officer Grade I
Position Number:	MORC N-24
Reports to:	Deputy CEO
Band:	N
Salary:	\$13,355.00 - \$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"> • Monitor the movement of small seacraft to ensure compliance with Customs legislation and to prevent illegal activities
Accountabilities / Outcomes	<ul style="list-style-type: none"> • Provide supervision of the operation of the Ha'apai Customs Office • Provide weekly report on Ha'apai Custom Operation • Responsible for process of Ha'apai Customs staff leave as required • Provide staff weekly attendance report to the Head Office • Process expenditure vouchers • Process staff overtime sheet • Ensure that all asset and vehicle are maintained in a good condition at all time • Report any violation of the Customs Legislation • 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 risk management skills - ability to identify, assess risks and target high risk small vessels, to determine and implement strategies to address the risks • Sound problem solving skills and attention to detail, accuracy and timeliness • Good verbal and written communication skills including report writing • Very good stakeholder management skills - building effective relationships with other security and enforcement agencies • Sound knowledge of Customs legislation and operations

	<ul style="list-style-type: none"> • Understanding of technology such as surveillance equipment to support compliance activities • 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 / HOD	<p>Name:</p> <p>Signature:</p>
Employee	VACANT