

REVISED JOB DESCRIPTION	
Ministry:	Revenue & Customs
Division:	Cargo Clearance
Section:	Heilala & Public Relation
Location:	Tongatapu
Position:	Revenue Officer Grade I
Position Number:	MORC N-22
Reports to:	Principal Revenue Officer - OIC Heilala & Public Relations
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"> • Ensure the collection of customs duties, security of cargo and compliance with trade requirements for Heilala members. Assist in design and delivery of the public relations strategy for Customs
Accountabilities / Outcomes	<ul style="list-style-type: none"> • Ensure that each Heilala member are served on a timely manner • Assist in implementing of SOPs for Heilala members • Assist the other units on priorities of Heilala members’ requests • Registration of Tax Identification Numbers for Heilala members in to the ASYCUDA system • Collect and forward exemption applications for approval • Collect and deliver incoming letters from Heilala members to relevant areas • Process of Customs entry and declaration for Heilala Members • Reduce total time of processing for Heilala members • Conduct site visits to Heilala members and address non-compliance • Assist in conducting of meetings with Heilala members • Resolve issues raised by Heilala members on a timely manner • 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>Mandatory;</p> <ul style="list-style-type: none"> • Good customer service skills including ensuring Heilala member importers and exporters are provided with support and advice to meet their legal requirements and final payments made for clearance of goods • Good accounting, analytical and data management skills to ensure accurate vetting and processing of Heilala member customs declarations including reviewing classifications of goods, valuations and trade exemptions

	<ul style="list-style-type: none"> • Good verbal and written communication skills including developing content to support Public Relations activities • Good understanding of customs legislation, regulations and policies including Customs Standard Operating Procedures • High level of professionalism, integrity and ethical behavior
Minimum Requirement	<p>Mandatory:</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>
Principal Revenue Officer	<p>Name:</p> <p>Signature:</p>
Employee	VACANT