

REVISED JOB DESCRIPTION	
Ministry:	Revenue & Customs
Division:	Cargo Clearance
Section:	Warehousing, Petroleum & LPG Depot
Location:	Tongatapu
Position:	Revenue Officer Grade II
Position Number:	MORC O-15
Reports to:	Senior Assistant Deputy CEO
Band:	O
Salary:	\$11,449.00 - \$17,171.00
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"> Assist the RO to assess customs declarations and monitor movements of stock from warehouses.
Accountabilities / Outcomes	<ul style="list-style-type: none"> Assist in conducting manual verification of ESADs and upload it into the systems, confirming stock accuracy Assist in applying penalties as necessary and ensure the correct assessment of total payable Assist in the physical inspection of goods entering the warehouse Assist in monitoring the release of warehoused goods as approved on C13 form Report matters of non-compliance with Customs policies and laws to relevant Customs units, sections or divisions Attend to customer queries in a courteous manner Participate and co-operate with other team members in achieving team goals and objectives
Person’s Specification	
Skills and Abilities	<p>Mandatory;</p> <ul style="list-style-type: none"> Good accounting, data management and analytical skills to ensure accurate warehouse stocks records, accounts, up to date reconciliation and timely processing Good mathematical skills - to calculate customs and excise duties on goods Sound customer service skills including providing support and advice on Warehousing procedures and requirements Skilled in the risk assessment framework with the ability to identify and manage potential risks and escalate as appropriate Good verbal and written communication skills

	<ul style="list-style-type: none"> • Good understanding of customs legislation, regulations and policies including Warehousing Standard Operating Procedures • High level of professionalism, integrity and ethical behaviour <p>Desirable:</p> <ul style="list-style-type: none"> • Efficient in use of Customs technology (ASYCUDA)
Minimum Requirement	<p>Mandatory:</p> <ul style="list-style-type: none"> • Certificate level 4 + 1 years' <u>work experience</u> • Form 7 or equivalent of Certificate level 3 + 4 years' <u>work experience</u> • Form 6 PSSC or equivalent of Certificate level 2 + 6 years' <u>work experience</u> • Current TPS employee with 5 years' experience in a <u>similar role</u> (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 Assistant Deputy CEO	<p>Name:</p> <p>Signature:</p>
Employee	VACANT