

<b>REVISED JOB DESCRIPTION</b>	
<b>Ministry:</b>	Revenue & Customs
<b>Division:</b>	Border Control
<b>Section:</b>	Major International Ports
<b>Location:</b>	Tongatapu
<b>Position:</b>	Watchman
<b>Position Number:</b>	MORC S-07
<b>Reports to:</b>	Senior Revenue Officer
<b>Band:</b>	S
<b>Salary:</b>	\$7,633 - \$11,449
<b>Important Note:</b>	
<p><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></p>	
<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 tax revenue, facilitate cross border trade and ensure security of our borders by combating illicit trade and travel.</p> <p><b>Job Purpose:</b> To ensure the security and safety of the Customs Office - Seaport by monitoring premises, controlling access and reporting any suspicious activity or security breaches, supporting the enforcement of MORC regulations</p>
<b>Accountabilities / Outcomes</b>	<ul style="list-style-type: none"> <li>• Patrol and monitor the Customs Office and Seaport premises to prevent unauthorized access</li> <li>• Observe and report suspicious activities or security threats</li> <li>• Verify and allow only authorized personnel, vehicles and cargo entry</li> <li>• Ensure that the customs shed, containers and customs hold goods are securely locked at all times</li> <li>• Maintain records of all individuals entering and exiting the premises</li> <li>• Record and report any security incidents, accidents or unusual occurrences</li> <li>• Assist in investigations by providing relevant details</li> <li>• Respond to security threats, fires or other emergencies according to protocols</li> <li>• Assist customs officers in enforcing border control regulations</li> <li>• Ensure restricted areas remain secure and free from unauthorized access</li> <li>• Check that security equipment, gates and lights are functioning properly</li> <li>• Maintain a clean and orderly watchman post</li> </ul>
<b>Person’s Specification</b>	
<b>Skills and Abilities</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Maintain constant awareness of surroundings to detect and report any suspicious activity</li> <li>• Observe and control access to the premises, ensuring only authorized personnel enter</li> <li>• Effectively report incidents and relay information to supervisors or security teams</li> </ul>

	<ul style="list-style-type: none"> <li>• Accurately record observations, incidents and any security breaches</li> <li>• Ability to stand or patrol for extended periods, especially in varying weather conditions</li> <li>• Respond quickly and appropriately to security concerns or emergencies</li> <li>• Document daily occurrences, incidents and any irregularities</li> <li>• Maintain a respectful and disciplined attitude when dealing with staff, visitors and stakeholders</li> <li>• Act promptly in case of security threats, fires or other emergencies</li> <li>• Understand and follow security protocols, including handling restricted areas and cargo</li> </ul>
<b>Minimum Requirement</b>	<p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• Form 5 TSC or equivalent of Certificate level 1</li> <li>• <b>Exceptions: Cleaners, Caretakers, Groundskeepers, Handymen, Watchmen, Laundry Assistants (Basic literacy and numeracy skills will be required in the absence of Secondary School)</b></li> </ul>
<b>Authorised by (sign and date)</b>	
<b>CEO</b>	<p><b>Name: Michael Cokanasiga</b></p> <p>Signature:</p>
<b>Deputy CEO/HOD</b>	<p><b>Name:</b></p> <p>Signature:</p>
<b>Senior Revenue Officer/Supervisor</b>	<p><b>Name:</b></p> <p>Signature:</p>
<b>Employee</b>	VACANT