

Ministry:	Ministry of Revenue and Custom
Division:	Border Control
Location:	Tongatapu
Position:	Senior Assistant Deputy CEO
Position Number:	MORC H-12
Reports to:	Deputy CEO
Band:	H
Salary:	\$38,156 - \$57,234
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 vital tax revenue, facilitate cross border trade and ensure security of our borders by combating illicit trade and travel.</p> <p>Job Purpose: Support the DCEO to lead and manage the Border Control Division to enhance border security coordination to detect illicit trade and support legitimate cross border trade and travel.</p>
Accountabilities / Outcomes	<ul style="list-style-type: none"> • Assist HOD in the creation and execution of the division's Annual Management Plan (AMP) and ensure the division meets its objectives and targets as outlined. • Provide strategic direction, leadership, and guidance to ensure smooth operations of the Large Taxpayer Office, including managing staff performance and resource allocation. • Lead the planning and execution of maritime patrols targeting drug trafficking within Tongan territorial waters, develop and implement anti-drug smuggling protocols and ensure team compliance with operational procedures • Coordinate intelligence-sharing efforts with relevant national and international agencies to identify and interdict illicit drug shipments, oversee investigations related to maritime drug trafficking cases, ensuring proper evidence collection and referring to Legal Division when required • Supervise the monitoring of domestic small craft movement to prevent illegal activities, develop and maintain a small craft registry database for tracking and inspection purposes • Coordinate with domestic law enforcement agencies to enhance the surveillance of high-risk coastal areas, ensure compliance with national maritime regulations and Customs ordinances related to small crafts • Plan and conduct joint maritime patrols with HMAF on an annual basis to strengthen maritime security and operational coordination, act as the liaison officer between the Marine Patrol unit and HMAF for operational planning and resource sharing • Prepare and submit post-patrol reports highlighting operational achievements, challenges and areas for improvement, ensure personnel involved in joint operations

	<p>are adequately trained in interagency protocols and communication</p> <ul style="list-style-type: none"> Establish and maintain working relationships with international organizations (e.g, Interpol, Pacific Islands Forum) and national agencies (e.g, Police, Fisheries) to share intelligence and best practices, facilitate the timely exchange of intelligence to support operations targeting transnational maritime crimes, ensure the confidentiality and security of sensitive intelligence shared with the Marine Patrol unit.
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> Excellent leadership skills including motivating and developing staff and teams to achieve border control objectives Strong strategic thinking - identifying risks and developing strategies, practice and operational initiatives, to improve border security and control Strong project management skills including understanding of change management processes, commitment to continuous improvement and encouraging innovation Strong management skills including developing plans, targets, measurement, monitoring and reporting on performance and developing policies and procedures to ensure quality work outcomes Strong customer service skills Strong communication skills including representation, negotiation and relationship management Very good understanding of customs legislation and practice including international trends Strong stakeholder management skills particularly international partners such as World Customs Organization, Oceania Customs Organization, Regional Intelligence Liaison Office - Asia Pacific and other Customs Agencies High level of professionalism, integrity and ethical behaviour
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> Master's Degree with at least 2 years' experience in a similar role OR at least 4 years relevant working experience Post Graduate Diploma with at least 3 years' experience in a similar role or at least 5 years relevant working experience Bachelor's degree with at least 5 years' experience in a similar role or at least 8 years relevant working experience <p>Qualifications acceptable for this role must be in Tax Law, Accounting, Finance, Business Studies, Auditing, Economics, Public Policy, Management, Information Systems, Business Administration, or Commerce from a recognised educational institution.</p>
Authorised by (sign and date)	
Chief Executive Officer:	<p>Name:</p> <p>Signature:</p>
Head of Division/Supervisor	<p>Name:</p>

	Signature:
Employee:	Name: Signature: