

Ministry:	Ministry of Revenue and Custom
Division:	Cargo Clearance
Location:	Tongatapu
Position:	Senior Assistant Deputy CEO
Position Number:	MORC H - 09
Reports to:	Deputy CEO
Band:	H
Salary:	\$38,156 - \$57,234
<b>Important Note:</b> <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><b>Ministry Profile Statement:</b> 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><b>Job Purpose:</b> Lead and manage the Cargo Clearance Division and the Warehousing, Petroleum and LPG Depot section ensuring timely collection of the revenue due and compliance with trade requirements</p>
Accountabilities / Outcomes	<ul style="list-style-type: none"> <li>Assist DCEO to formulate division's Section Corporate Plans and Annual Management Plan, implement and Continues Monitoring of the division Annual Plan against Annual Management Plan, review progress made against Key Performance Indicator</li> <li>Organizing staff in accordance with the assigned roles of the division</li> <li>Established Procedures to secure the Commercial and comply against Customs Legislation and Regulations</li> <li>Consult with stakeholders on matter relating to representations submitted to division</li> <li>Assist DCEO to develop revenue maximization and community protection policies which are consistent with international agreements and treaties</li> <li>Provide advice to the HOD on improvement strategies to address illegal activities passing through Commercials</li> <li>Develop appropriate Standard Operation Procedures to provide guideline for Customs processes and procedures</li> <li>Provide advice on risk management strategies to facilitate and control legitimate trade</li> </ul>
<b>Person Specification</b>	
Skills and Abilities	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>Excellent leadership skills including inspiring, motivating, training and developing staff and teams to achieve Warehousing Petroleum and LPG Depot objectives</li> </ul>

	<ul style="list-style-type: none"> <li>• Well-developed strategic thinking - including identifying risks and developing strategies, practice and operational initiatives to address those risks</li> <li>• Strong customer service skills including ensuring Warehouses are provided with support and advice to meet their legal requirements and final payments made for clearance of goods</li> <li>• Excellent management skills including developing plans, resource allocation, targets, measurement, monitoring and reporting on performance and developing policies and procedures to ensure quality work outcomes</li> <li>• Strong accounting and data management skills to ensure accurate reporting of warehouse stocks, accounts, reconciliation and timely processing</li> <li>• High level communication skills including representation, negotiation and relationship management</li> <li>• Strong understanding of customs legislation and practice including international trends.</li> <li>• High level of professionalism, integrity and ethical behaviour.</li> </ul>
<b>Qualifications and Experience</b>	<p><b>Minimum Requirement</b></p> <ul style="list-style-type: none"> <li>• Master's Degree with at least 2 years' experience in a similar role OR at least 4 years relevant working experience</li> <li>• Post Graduate Diploma with at least 3 years' experience in a similar role or at least 5 years relevant working experience</li> <li>• Bachelor's degree with at least 5 years' experience in a similar role or at least 8 years relevant working experience</li> </ul> <p>Qualifications acceptable for this role must be in <b>Tax Law, Accounting, Finance, Business Studies, Auditing, Economics, Public Policy, Management, Information Systems, Business Administration, or Commerce</b> from a recognised educational institution.</p>
<b>Authorised by (sign and date)</b>	
<b>Chief Executive Officer:</b>	Name:  Signature:
<b>Deputy CEO:</b>	Name:  Signature:
<b>Employee:</b>	VACANT