

Ministry:	Ministry of Revenue and Custom
Division:	Office of the CEO
Section:	Policy and Planning
Location:	Tongatapu
Position:	Principal Revenue Officer
Position Number:	MORC I-18
Reports to:	SADCEO
Band:	I
Salary:	\$34,342 - \$51,511
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: To assist SADCEO in the development, implementation and monitoring of the Ministry’s strategic plans, policies and programs. The role ensures alignment with the Ministry’s objectives, supports efficient policy and planning operations and contributes to the overall achievement of the Ministry’s goals.</p>
Accountabilities / Outcomes	<ul style="list-style-type: none"> • Assist in the development and management of the Corporate Plan (CP) and Annual Management Plan (AMP) • Support the design and implementation of strategic plans and policies for the Ministry • Provide analysis and recommendation on the impact of tax policies on revenue and suggest enhancements • Support the SADCEO in conducting risk assessments and developing mitigation strategies • Monitor the implementation of plans and ensure that outputs align with Ministry objectives • Prepare and submit periodic reports, including annual reviews to the SADCEO and other stakeholders • Liaise with internal divisions, including the Tax Operations Division and external stakeholders to ensure policy coherence • Represent the Ministry in discussions, seminars and consultations related to planning and policy initiatives • Provide guidance to staff within the policy and planning unit to achieve unit objectives • Support the development and dissemination of policy documents and coordinate with stakeholders for feedback • Assist in the facilitation of special projects aimed at strengthening revenue services • Promote continuous improvement and innovation in compliance and policy strategies
Person Specification	

Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> • Strong leadership skills including motivating and developing staff and teams to achieve Policy & Planning Unit objectives • Strong strategic thinking to develop and implement HR strategies that align with the Ministry's goals and values • Strong management skills including resource allocation, measurement, monitoring and evaluation, and performance reporting • Strong policy development skills - creation and implementation of policies, procedures and best practices to ensure quality outcomes, with a commitment to continuous improvement and encouraging innovation • Strong customer service skills - providing advice and guidance to managers and staff • Strong communication skills including representation and relationship management • Very good knowledge of MORC's policies and plans, best practices and legal requirements • High level of professionalism, integrity and ethical behaviour.
Qualifications and Experience	<p>Minimum Requirement:</p> <ul style="list-style-type: none"> • Master's Degree with at least 1 year experience in a similar role OR at least 3 years relevant working experience • Post Graduate Diploma with at least 2 years' experience in a similar role or at least 4 years relevant working experience • Bachelor's degree with at least 4 years' experience in a similar role or at least 6 years relevant working experience <p><u>Qualifications acceptable for this role must be in Management, Policy, Economics, Finance, Accounting, Business Studies, Professional Accounting, Auditing, Business Administration, Business, Finance, Information System, Mathematics, Commerce, Taxation, or Public Policy from a recognised educational institution.</u></p>
Authorised by (sign and date)	
Chief Executive Officer:	<p>Name:</p> <p>Signature:</p>
Senior Assistant Deputy CEO:	<p>Name:</p> <p>Signature:</p>
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