

Ministry:	Ministry of Revenue and Custom
Division:	Office of the CEO
Section:	Intelligence & Anti-Illicit Drugs Coordination
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: Lead and Responsible for executing key activities outlined in the Corporate Plan, ensuring effective intelligence operations that support revenue protection, regulatory compliance, and informed decision-making.</p>
Accountabilities / Outcomes	<ul style="list-style-type: none"> • Review intelligence reports and submit recommendations to CEO for strategic decision-making • Ensure implementation of approved strategies and activities in alignment with the Ministry’s goals • Oversee the preparation and submission of periodic intelligence reports to stakeholders, including updates on risk areas and compliance metrics • Coordinate the execution of activities tied to the Corporate Plan, ensuring timely and accurate completion • Maintain clear records and documentation for all intelligence operations as required for audit and accountability • Support the development and execution of the Ministry’s Corporate Plan and Budget • Monitor and evaluate customs intelligence performance against CP Key Performance Indicators (KPIs) • Ensure alignment of intelligence activities with national and organizational outcomes as defined in strategic documents • Manage intelligence resources effectively to meet budgetary and operational goals • Liaise with cross-functional teams to facilitate effective intelligence gathering and reporting practices in the Ministry
Person Specification	

Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> • Strong leadership skills including motivating and developing staff to achieve the Intelligence & Anti-illicit drugs Coordination objectives • Strong strategic thinking - identifying risks and developing and implementing strategies, practices and operational initiatives to improve the compliance relevant stakeholders • Strong management skills including assisting in developing plans, targets, measurement, monitoring and reporting on performance and developing/updating policies and procedures to ensure quality work outcomes • Strong understanding of customs and taxation legislation and intelligence practices including international trends • Strong ability to analyse data, interpret and apply the law in providing advice and conducting reviews on complex cases • Well-developed project management skills including understanding of change management processes, commitment to continuous improvement and encouraging innovation in the design of compliance strategies aimed at relevant stakeholders • Strong communication skills including relationship management, presentation and negotiation • Excellent customer service skills • 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: Michael Cokanasiga</p> <p>Signature:</p>
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