

REVISED JOB DESCRIPTION	
Ministry:	Revenue & Customs
Division:	Cargo Clearance
Section:	Warehouse, Petroleum & LPG Depot
Location:	Tongatapu
Position:	Principal Revenue Officer
Position Number:	MORC I - 16
Reports to:	Senior Assistant Deputy CEO
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 tax revenue, facilitate cross border trade and ensure security of our borders by combating illicit trade and travel.</p> <p>Job Purpose:</p> <ul style="list-style-type: none"> To manage and supervise the warehouse, petroleum & LPG depot section under the guidance of the SADCEO for Cargo Clearance. The role ensures timely revenue collection, compliance with customs laws and effective coordination of warehouse activities. It also supports the implementation of risk-based processes to enhance service delivery and operational efficiency in line with the Ministry's objectives.
Accountabilities / Outcomes	<ul style="list-style-type: none"> Ensure warehouse, petroleum & LPG depot activities are carried out in accordance with customs laws and regulations, providing consistent and reliable services to stakeholders. Monitor transactions to ensure timely and accurate revenue collection, reporting any discrepancies to the SADCEO Facilitate effective communication and coordination between Customs and warehouse, petroleum & LPG depot operators to maintain smooth operations and resolve service issues Assign and manage staff within warehouse operations based on workload and capacity and support performance and morale through fair work distribution Collect operational data and prepare accurate weekly performance reports for review by the SADCEO and DCEO Ensure all stock records are accurately maintained and reconciled in line with customs requirements and reporting timelines Track arrears and installment plans related to Warehouse, petroleum & LPG depot activities and ensure recovery efforts are timely, accurate and compliant Maintain an updated register of assets, ensuring proper use, care and timely repair when needed Detect and report any customs violations or fraudulent activities in warehouse operations, ensuring adherence to reporting standards and timelines

	<ul style="list-style-type: none"> Share relevant operational information with strategic units (e.g., Intelligence, Risk, Legal) and contribute to internal staff training when necessary
Person's Specification	
Skills and Abilities	<p><u>Mandatory:</u></p> <ul style="list-style-type: none"> Strong leadership skills including motivating and assisting in the development of the staff to achieve Warehousing, Petroleum and LPG Depot section objectives Well-developed strategic thinking - including identifying risks and developing strategies, practice and operational initiatives to address those risks Excellent customer service skills including ensuring Warehouses are provided with support and advice on requirements to meet their legal requirements Strong management skills including assisting in the development of plans, targets, measurement, monitoring and reporting on performance and developing policies and procedures to ensure quality work outcomes Strong accounting and data management skills to ensure accurate reporting of warehouse stocks, accounts, reconciliation and timely processing Strong communication skills including representation, negotiation and relationship management Strong understanding of customs legislation and practice including international trends. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> Strong stakeholder management skills
Minimum Requirement	<p><u>Mandatory:</u></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)	
CEO	<p>Name:</p> <p>Signature:</p>
Deputy CEO	<p>Name:</p> <p>Signature:</p>
Senior Assistant Deputy CEO	<p>Name: VACANT</p> <p>Signature:</p>

Employee	VACANT
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