

REVISED JOB DESCRIPTION	
Ministry:	Revenue & Customs
Division:	Trade Facilitation
Section:	ASYCUDA
Location:	Tongatapu
Position:	Principal Revenue Officer
Position Number:	MORC I -
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: To lead the ASYCUDA Unit, ensuring the effective implementation and maintenance of the ASYCUDA World System as part of Tonga Customs' reform and modernization program and ensures effective stakeholder engagement, system training and operational excellence.</p>
Accountabilities / Outcomes	<ul style="list-style-type: none"> • Design and implement a National Support and Training Programme for all ASYCUDA World stakeholders • Arrange stakeholder meetings, consultations and awareness programs regarding customs processes and the ASYCUDA World system • Provide leadership to the ASYCUDA Unit, ensuring activities are implemented within agreed timescales • Drive the implementation of support programs for the ASYCUDA World System • Gather and analyze stakeholder feedback and system issues, providing weekly reports to the SADCEO • Oversee and evaluate the effectiveness of the National Support and Training Programme for stakeholders • Prepare and submit monthly progress reports on ASYCUDA Unit performance • Maintain close collaboration with national and international stakeholders to ensure the smooth operation of the ASYCUDA World System • Respond to inquiries and concerns from stakeholders, providing timely and accurate resolutions • Promote awareness and provide training to improve understanding and usage of the ASYCUDA system among stakeholders • Ensure ASYCUDA World operates effectively and is continuously updated to meet international standards • Provide technical and operational support to users of the ASYCUDA system • Liaise with IT teams to troubleshoot and resolve system issues promptly
Person's Specification	

Skills and Abilities	<u>Mandatory:</u> <ul style="list-style-type: none"> • Strong leadership and organization skills • Excellent communication and stakeholder engagement abilities • Advanced proficiency in the ASYCUDA World System • Analytical and problem-solving skills, with attention to detail • Proficiency in project planning and management • Ability to work collaboratively with diverse stakeholders • Strong analytical and data interpretation skills • Proficiency in reporting and presentation tools • Working knowledge of tax and customs frameworks • Commitment to achieving assigned objectives • Effective teamwork within the unit and Ministry
Minimum Requirement	<u>Mandatory:</u> <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	Name: Signature:
Deputy CEO	Name: Signature:
Senior Assistant Deputy CEO	Name: VACANT Signature:
Employee	VACANT