

REVISED JOB DESCRIPTION	
Ministry:	Revenue & Customs
Division:	Cargo Clearance
Section:	OSS, Heilala and Public Relation
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 OSS and Heilala & Public Relations Units, ensuring effective service delivery to Heilala members, facilitating compliance with regulations and fostering strong partnerships between Customs Administration and Heilala Members, while aligning operations with divisional goals</p>
Accountabilities / Outcomes	<ul style="list-style-type: none"> • Provide strategic direction and leadership to the OSS and Heilala & Public Relations units • Collaborate with the SADCEO of Cargo Clearance to align unit priorities with divisional goals and trade objectives • Plan and implement trade agreements within the division, ensuring compliance with approved trade policies • Oversee the overall operations of the OSS unit and Heilala & Public Relation unit • Assign staff workloads, monitor performance and provide motivation and counseling as needed • Prepare and submit monthly performance reports for both units • Conduct consultations with stakeholders and participate in trade meetings and workshops • Implement trade agreements in accordance with trade policies and ensure proper execution • Update and maintain customs documents, policies and duties in line with approved trade policies • Facilitate the collection and submission of exemption applications for approval • Conduct site visits to Heilala members to assess operations and provide guidance on compliance • Address and resolve issues or concerns raised by Heilala members in a timely manner • Promote awareness of customs regulations and policies among Heilala members • Organize and facilitate meeting with Heilala members to strengthen relationships and address concerns • Liaise with relevant stakeholders to ensure alignment of initiatives and resolution of trade-related issues

	<ul style="list-style-type: none"> • Represent the division in trade meetings, workshops and other forums to promote the division's objectives • Provide regular updates and reports to the SADCEO of Cargo Clearance on unit activities and outcomes
Person's Specification	
Skills and Abilities	Mandatory: <ul style="list-style-type: none"> • Strong leadership and decision-making skills • Strong analytical and problem-solving skills • Attention to detail and a commitment to accuracy • Ability to work collaboratively with diverse stakeholders • Strong analytical and data interpretation skills • Working knowledge of tax and customs frameworks • Demonstrated ability to supervise and motivate a team • Strong organizational and time management skills • Clear and concise reporting and stakeholder engagement • Commitment to achieving assigned objectives • Effective teamwork within the unit and Ministry
Minimum Requirement	Mandatory: <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