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| <b>Ministry:</b>                                                                                                                                                                                                                                         | Ministry of Revenue and Custom                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Division:</b>                                                                                                                                                                                                                                         | Tax Operation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Section:</b>                                                                                                                                                                                                                                          | Reconciliation/Tax Clearance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Location:</b>                                                                                                                                                                                                                                         | Tongatapu                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Position:</b>                                                                                                                                                                                                                                         | Revenue Officer Grade I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Position Number:</b>                                                                                                                                                                                                                                  | MORC N-008                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Reports to:</b>                                                                                                                                                                                                                                       | Senior Revenue Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Band:</b>                                                                                                                                                                                                                                             | N                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Salary:</b>                                                                                                                                                                                                                                           | \$13,355 - \$20,033                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Important Note:</b><br><br><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> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Job Purpose</b>                                                                                                                                                                                                                                       | <p><b>Ministry Profile Statement:</b> 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><b>Job Purpose:</b> Register taxpayers accurately and in a timely way and provide administrative support for the Registration section</p>                                                                                                                                                                                            |
| <b>Accountabilities / Outcomes</b>                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>• Processing Tax Clearance (TC)</li> <li>• Processing Tax Clearance Pending</li> <li>• Assist processed of PAYE monthly</li> <li>• Assist with tracing of clients and updating information by visits or contact via telephone</li> <li>• Weekly report of the progress of assigned work</li> </ul>                                                                                                                                                                                                                                                               |
| <b>Person Specification</b>                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Skills and Abilities</b>                                                                                                                                                                                                                              | <p><b>Mandatory;</b></p> <ul style="list-style-type: none"> <li>• Very good customer service skills including assisting taxpayers with registration requirements</li> <li>• Good organization skills including attention to detail, accuracy and timeliness of services</li> <li>• Good verbal and written communication skills including relationship management</li> <li>• Sound understanding of taxation legislation in particular registration</li> <li>• Good understanding of the Revenue Management System</li> <li>• High level of professionalism, integrity and ethical behavior.</li> </ul> |
| <b>Qualifications and Experience</b>                                                                                                                                                                                                                     | <p><b>Minimum Requirement</b></p> <ul style="list-style-type: none"> <li>• Diploma Level 5/ 6 TNQAB framework in relevant field;</li> <li>• Certificate level 4/trade/technical qualification + 2 years’ <u>relevant</u> work experience</li> <li>• Form 7 or equivalent of Certificate level 3 + 4 years’ <u>relevant</u> work experience</li> <li>• PSSC or equivalent of Certificate level 2 + 7 years’ <u>relevant</u> work experience</li> <li>• Current TPS employee with 5 years’ experience in a <b>similar role</b> (meeting other core competency and experience</li> </ul>                   |

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|                                      | requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years) |
| <b>Authorized by (sign and date)</b> |                                                                                                            |
| <b>CEO:</b>                          | Name: Mr. Michael Cokanasiga<br><br>Signature:                                                             |
| <b>Deputy CEO</b>                    | Name: Mr. Tevita Heimuli<br><br>Signature: _____                                                           |
| <b>Senior Revenue Officer</b>        | Name: Matamoana Savieti<br><br>Signature: _____                                                            |
| <b>Employee:</b>                     | VACANT                                                                                                     |