

Ministry:	Ministry of Revenue and Custom
Division:	Tax Operation
Section:	Registration
Location:	Tongatapu
Position:	Revenue Officer Grade I
Position Number:	MORC N-008
Reports to:	Senior Revenue Officer
Band:	N
Salary:	\$13,355 - \$20,033
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	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. Job Purpose: To assist supervisor with TIN & CT Registrations, Spot Check, De-register/Re-register, Data Cleansing and Enforcement
Accountabilities / Outcomes	• Conduct registration of TIN/CT, CT Spot Check, De-registration/Re-registration, Data Cleansing and Enforcement • Advise and educate new registrant in a timely manner • Ensure accuracy and completeness of weekly report, also report issues to supervisor • Ensure information and date are updated to RMS in a timely manner • Assist in processing of Tax Return
Person Specification	
Skills and Abilities	Mandatory; • Very good customer service skills including assisting taxpayers with registration requirements • Good organization skills including attention to detail, accuracy and timeliness of services • Good verbal and written communication skills including relationship management • Sound understanding of taxation legislation in particular registration • Good understanding of the Revenue Management System • High level of professionalism, integrity and ethical behavior.
Qualifications and Experience	Minimum Requirement • Diploma Level 5/ 6 TNQAB framework in relevant field; • Certificate level 4/trade/technical qualification + 2 years' <u>relevant</u> work experience • Form 7 or equivalent of Certificate level 3 + 4 years' <u>relevant</u> work experience • PSSC or equivalent of Certificate level 2 + 7 years' <u>relevant</u> work experience • Current TPS employee with 5 years' experience in a <u>similar role</u> (meeting other core competency and experience

	requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years)
Authorized by (sign and date)	
CEO:	Name: Mr. Michael Cokanasiga Signature: _____
Deputy CEO	Name: Mr. Tevita Heimuli Signature: _____
Senior Revenue Officer	Name: Mrs. Ana Fakahua Signature: _____
Employee:	VACANT