

Ministry:	Ministry of Revenue and Custom
Division:	Border Control
Section:	Outer-Island Offices
Location:	Vava'u
Position:	Senior Revenue Officer
Position Number:	MORC K - 18
Reports to:	Principal Revenue Officer
Band:	K
Salary:	\$26,710 - \$40,064
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 support the Principal Revenue Officer in managing border control operations at the Vava'u Office, ensuring effective revenue collection, trade facilitation and border security. The role contributes to the enforcement of customs laws through risk-based inspections and monitoring of vessel, cargo and passenger movements, while also promoting professional standards, teamwork and client service excellence.</p>
Accountabilities / Outcomes	<ul style="list-style-type: none"> • Assist the OIC in supervising day-to-day customs operations to ensure smooth service delivery and compliance with laws and procedures • Monitor and support processes related to import/export activities, ensuring accurate and timely revenue collection at the border • Oversee small craft, cargo, ship arrivals and aircraft movements to ensure they align with customs protocols and border security standards • Ensure timely updates of ship accounts, customs payments and operational reports (weekly or as required) • Support the physical examination and valuation of private imports in compliance with customs requirements • Identify and report customs violations or fraud and share intelligence with relevant units for audit, legal or risk assessment • Provide on-the-job training, mentorship and help improve team performance by motivating fellow officers and maintaining discipline

	<ul style="list-style-type: none"> • Ensure the customs patrol boat and other assigned assets are maintained in proper working condition at all times • Prepare and submit reports related to sea and airport operations, supporting data-driven decision-making • Work collaboratively with team members to support the Ministry's objectives.
Person Specification	
Skills and Abilities	
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> • Strong leadership skills including motivating, training and developing staff to achieve border control objectives at the airport and seaport • Strong management skills including organization of work, workflows, resource allocation and delivering excellent customer services • Well-developed planning and reporting skills - developing targets, measures, monitoring and reporting on performance • Ability to develop policies and procedures and monitor application for staff development and continuous improvement purposes to ensure quality work outcomes • Ability to make sound decisions and respond promptly to solve problems • Sound understanding of Customs legislation, regulations and policies • Well-developed verbal and written communication skills • Strong stakeholder management skills • High level of professionalism, integrity and ethical behaviour. <p>Desirable:</p> <ul style="list-style-type: none"> • Ability to identify compliance risks and escalate where appropriate
Minimum Requirement	<p>Mandatory:</p> <ul style="list-style-type: none"> • Post Graduate Diploma with no working experience • Bachelor's degree with at least 2 years' experience in a similar role or at least 3 years relevant working experience • Diploma Certificate with at least 3 years' experience in a similar role or at least 8 years' relevant working experience. <p><u>Qualifications acceptable for this role must be in Accounting, Finance, Business Studies, Economics, Human Resource Management, Professional Accounting, Law, Media, Education, Information Technology, Information System, Management, Data Analysis, Commerce, Mathematics, or Auditing from a recognised educational institution.</u></p>
Authorised by (sign and date)	
CEO	<p>Name:</p> <p>Signature:</p>

Deputy CEO	Name: Signature:
Principal Revenue Officer	Name: Signature:
Employee	VACANT