

REVISED JOB DESCRIPTION	
Ministry:	Revenue & Customs
Division:	Revenue Management
Location:	Tongatapu
Position:	Revenue Officer Grade II
Position Number:	MORC O
Reports to:	Senior Revenue Officer
Band:	O
Salary:	\$11,449.00 - \$17,171.00
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 tax revenue, facilitate cross border trade and ensure security of our borders by combating illicit trade and travel. Job Purpose: To support Customs Operations by carrying out tasks assigned during rotational postings across divisions, ensuring compliance with Customs Laws and regulations and upholding efficiency, integrity and customer service. Officers must demonstrate understanding of MORC Standard Operating Procedures (SOPs) and internal control requirements at all times
Accountabilities / Outcomes	- Perform duties as assigned by the Supervisor, adapting to different sections during each rotation cycle - Apply and adhere to all Standard Operating Procedures and internal control systems relevant to assigned tasks - Assist in Customs operations such as clearance, border checks, inspections or customer service, depending on posting - Provide accurate reports on assigned work and escalate of non-compliance or risks to the Supervisor - Work collaboratively with colleagues and contribute to achieving section/division goals - Uphold high ethical standards, maintain confidentiality and deliver services with professionalism and a "can-do" culture
Person's Specification	
Skills and Abilities	Mandatory; - Basic understanding of PSC Policy & Instructions, Customs Legislation, regulations and operational procedures - Ability to apply and follow established SOPs and internal control systems in daily tasks - Good skills in handling documentation, data entry and record-keeping in attention to accuracy and timeliness - Ability to identify inconsistencies, potential risks or non-compliance issues and escalate appropriately - Good interpersonal and communication skills to assist taxpayers, travelers and stakeholders professionally

	• Competence in handling basic calculations, assessments and reconciliations when required • Ability to work cooperatively in different sections and adapt quickly to new duties during rotation • High level of ethical behavior, confidentiality and commitment to delivering service with integrity • Familiarity with Customs systems and basic computer applications (Word, Excel, E-mail)
Minimum Requirement	Mandatory: • Certificate level 4 + 1 years' work experience • Form 7 or equivalent of Certificate level 3 + 4 years' work experience • Form 6 PSSC or equivalent of Certificate level 2 + 6 years' work experience • Current TPS employee with 5 years' experience in a similar role (meeting other core competency and experience requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years)
Authorised by (sign and date)	
CEO	Name: Mr. Michael Cokanasiga Signature:
Deputy CEO	Name: Mapa Manuofetoa Signature:
Senior Revenue Officer	Name: Signature:
Employee	VACANT