

<b>Ministry:</b>	Revenue & Customs
<b>Division:</b>	Compliance Improvement
<b>Section:</b>	Risk Management
<b>Location:</b>	Tongatapu
<b>Position:</b>	Revenue Officer Grade I
<b>Position Number:</b>	MORC N-06
<b>Reports to:</b>	Senior Assistant Deputy CEO
<b>Band:</b>	N
<b>Salary:</b>	\$13,355 - \$20,033
<b>Important Note:</b> <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> The purpose of this job is to perform risks management of all External/ Operational Risks for the Risk Management Section that would facilitate the efficiency and effectiveness of the Operational Risk Team's work plan.</p>
<b>Accountabilities / Outcomes</b>	<ul style="list-style-type: none"> <li>Assists in Planning of Operational Risk &amp; Strategic Risk Work Plan</li> <li>Ensure weekly report is completed upon schedule</li> <li>Design and update Risk Database from time to time</li> <li>Assists in organizing of risks and strategies</li> <li>Coordinating with team members to maintain work efficiency</li> <li>Recognize risks, analyse it, prioritize and recommend action plan to mitigate the risks.</li> <li>Monitor process after risk has been treated.</li> <li>Assist in designing, implementing and updating Compliance Improvement Strategies (CIS)</li> <li>Performs other duties and assists with special projects as assigned.</li> </ul>
<b>Person Specification</b>	
<b>Skills and Abilities</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>Knowledge of computer systems and programs (Revenue Management System)</li> <li>Ability to identify risks involved in internal working procedures</li> <li>Ability to write comprehensive but easy to understand reports</li> </ul>

	<ul style="list-style-type: none"> <li>• Good written and oral skills both in English and Tongan</li> <li>• Capability of completing work on time</li> <li>• Excellent Microsoft Office [Excel] skills</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>• Ability to work in a team.</li> <li>• Adherence to Tax laws and Revenue regulations</li> </ul>
<b>Qualifications and Experience</b>	<b>Mandatory:</b> <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' relevant work experience</li> <li>• Form 7 or equivalent of Certificate level 3 + 4 years' relevant work experience</li> <li>• PSSC or equivalent of Certificate level 2 + 7 years' relevant work experience</li> <li>• 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)</li> </ul>
<b>Authorised by (sign and date)</b>	
<b>CEO</b>	Name:  Signature:
<b>Deputy CEO</b>	Name:  Signature:
<b>Senior Assistant Deputy CEO</b>	Name:  Signature:
<b>Employee</b>	VACANT