

JOB DESCRIPTION	
Ministry:	Revenue & Customs
Division:	Corporate Services
Section:	HR & Administration
Location:	Tongatapu
Position:	RO GIII
Position Number:	MORC P-
Reports to:	Senior Assistant Deputy CEO
Band:	P
Salary:	\$10,494 - \$15,740
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:</p> <ul style="list-style-type: none"> Assist the HR and Administration team to provide human resources services including administrative support tasks such as processing HR related matters, updating HR databases, filing and compiling documents.
Accountabilities / Outcomes	<ul style="list-style-type: none"> Assist other HR Officers in ensuring that officer's clock in and out every day Assist with daily monitor of staffs' attendance Assist in writing weekly reports on staff attendance to HODs meeting Assist in advising PSC and Finance on staff leaves, acting and increments Assist with the recruitment processes (contact candidates for interview, biodata for candidates, photocopy of applicants' documents and deliver) Provide refreshments for meetings/consultations of management teams Assist RO in updating HR files Ensure that there are sufficient forms for all internal policy requirement templates at all times
Person's Specification	
Skills and Abilities	<p>Mandatory;</p> <ul style="list-style-type: none"> Good knowledge of HR and administration systems, best practices and legal requirements including PSC regulations Good customer service skills - providing HR support, advice and guidance to managers and staff Good verbal and written communication skills Very good organization skills including attention to detail ensuring accuracy, sound record keeping and high-quality results Good relationship management skills

	<ul style="list-style-type: none"> • High level of professionalism, integrity and ethical behaviour.
Minimum Requirement	Mandatory: <ul style="list-style-type: none"> • Certificate level 4 • Form 7 or equivalent of Certificate level 3 + 2 years' work experience • Form 6 PSSC or equivalent of Certificate level 2 + 4 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: Signature:
Deputy CEO	Name: Signature:
Senior Assistant Deputy CEO	VACANT
Employee	VACANT