

REVISED JOB DESCRIPTION	
Ministry:	Revenue & Customs
Division:	Border Control
Section:	Major International Ports - Fua'amotu International Airport
Location:	Tongatapu
Position:	Revenue Officer Grade II
Position Number:	MORC O-13
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	<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"> To screen passengers travel documentation to ensure they meet immigration and customs regulations as they arrive and depart Tonga
Accountabilities / Outcomes	<ul style="list-style-type: none"> Screen passengers travel documentation to determine eligibility of visas and validity of passport Verify passengers' arrival cards for constancy of information therein Interview passengers with doubtful documentation and refer to supervisor for further processing Coordinate intelligence information collected with the Marshall targeting purposes Refer to supervisor any passengers arriving or leaving the kingdom of Tonga using suspicious or illegal documents for travel purposes Verifying and reconcile arriving passengers against passenger list Refer to Supervisor of suspicious passenger movements and travel history Confirm payment of Entry Permits where necessary Provide information of interest for Intelligence, Post Clearance Audit, Risk Management and legal purposes Participate and co-operate with other team members in achieving team goals and objectives.
Person's Specification	
Skills and Abilities	<p>Mandatory;</p> <ul style="list-style-type: none"> Very good customer service skills, including attention to detail, accuracy and timeliness Very good data analysis skills with ability to verify and reconcile passenger data to identify risks

	<ul style="list-style-type: none"> • Good verbal and written communication skills including report writing and relationship management • Good cash handling and reconciliation skills • Sound knowledge of Customs legislation and operations including computer systems • High level of professionalism, integrity and ethical behavior
Minimum Requirement	<p>Mandatory:</p> <ul style="list-style-type: none"> • Certificate level 4 + 1 years' <u>work experience</u> • Form 7 or equivalent of Certificate level 3 + 4 years' <u>work experience</u> • Form 6 PSSC or equivalent of Certificate level 2 + 6 years' <u>work experience</u> • 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)
Authorised by (sign and date)	
CEO	<p>Name: Mr. Michael Cokanasiga</p> <p>Signature:</p>
Deputy CEO	<p>Name: Mr. Sau Niulala</p> <p>Signature:</p>
Senior Revenue Officer	<p>Name:</p> <p>Signature:</p>
Employee	VACANT