

<b>Ministry:</b>	<b>Revenue &amp; Customs</b>
<b>Division:</b>	<b>Tax Corporate Service Division</b>
<b>Location:</b>	<b>Nuku'alofa</b>
<b>Position:</b>	<b>Revenue Officer Graduate</b>
<b>Position Number:</b>	<b>MORC L-002</b>
<b>Reports to:</b>	<b>Senior Assistant Deputy CEO</b>
<b>Band:</b>	<b>L</b>
<b>Salary:</b>	<b>\$20,075 - \$30,107</b>
<b>Job Purpose</b>	<p><b>Ministry Profile Statement:</b> The Ministry of Revenue &amp; Customs is the main agency of the government tasked to collect revenue efficiently and effectively for the Government of Tonga, to fund required goods and services for the people of Tonga. The Ministry is also responsible for continued assessment of the essential functions and processes of cross border security and facilitation of trade and travel.</p> <p><b>Job Purpose:</b> Assist the SADCEO in managing, planning and ensure smooth operations of the Administration Office.</p>
<b>Accountabilities / Outcomes</b>	<ul style="list-style-type: none"> <li>• Assist in overseeing the Administration Office functions and services</li> <li>• Assist in designing and coordinating of the <ul style="list-style-type: none"> <li>- Corporate Plan</li> <li>- Annual Management Plan</li> <li>- Monitor &amp; Evaluating Report (Bi-annual)</li> <li>- CEO's bi-annual Report</li> <li>- CEO's PDP</li> </ul> </li> <li>• Assist with provision of timely support services to office of the CEO</li> <li>• Secretariat in HOD(s) meetings and Tax Corporate Services Division's Supervisory meetings</li> <li>• Monitor and Manage booking of the Conference room</li> <li>• Monitor and manage weekly OT workplan of Revenue Office's Watchmen</li> <li>• Assist in preparing of Administration Office weekly/monthly report</li> <li>• Carry out any other duties directed by SADCEO and DCEO</li> </ul>
<b>Person Specification</b>	
<b>Skills and Abilities</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Proficient in MS Office suite</li> <li>• Deliver high quality results on time</li> <li>• Demonstrates ability to get along with others/ is respectful of co-workers and promotes teamwork</li> <li>• Excellent oral and written communication in English and Tongan and ability to communicate effectively</li> </ul>

	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Ability to present at both internal and external meetings to support the achievement of Ministry's objectives</li> <li>• Seeks to continue developing new skills to adapt to changing environment</li> </ul>
<b>Qualifications and Experience</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree with no working experience</li> <li>• Diploma Certificate with at least 2 years' experience in a similar role or at least 3 years relevant working experience</li> </ul> <p><b><u>Qualifications acceptable for this role must be in Business Studies, Public Administration, Planning, International Business, Information Technology or Arts from a recognized educational institution.</u></b></p>
<b>Authorised by (sign and date)</b>	
<b>Supervisor</b>	<p>Name:</p> <p>Signature &amp; Date:</p>
<b>Deputy CEO</b>	<p>Name: Maamaloa Fotofili</p> <p>Signature &amp; Date:</p>
<b>CEO</b>	<p>Name: Michael Cokanasiga</p> <p>Signature &amp; Date:</p>
<b>Employee</b>	<p>Name: VACANT</p> <p>Signature &amp; Date:</p>