

REVISED JOB DESCRIPTION	
Ministry:	Revenue & Customs
Division:	Corporate Services
Section:	HR & Administration
Location:	Tongatapu
Position:	Revenue Officer Grade I
Position Number:	MORC N-32
Reports to:	Principal Revenue Officer
Band:	N
Salary:	\$13,344.00 - \$20,033.00
<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>	
Job Purpose	<p><b>Ministry Profile Statement:</b> 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><b>Job Purpose:</b></p> <ul style="list-style-type: none"> <li>Improved facilitation and performance of Customs administration through carry out effective filing responsibilities of Customs Imports and Exports documents in a more timely and accurate manner</li> </ul>
Accountabilities / Outcomes	<ul style="list-style-type: none"> <li>Provide filing service for Customs Division in a professional manner Organized of files and shelving them in an orderly manner</li> <li>Collect and sorting of daily trade documents from One Stop Shop</li> <li>Registration of Entries and Invoices into the Customs Computer System Filing and sorting of Entries into appropriate files and shelves</li> <li>Withdraw and put away of files upon request of officers and authority</li> <li>Maintain of Customs files in an orderly manner</li> <li>Maintain confidentiality and security of files from unauthorized access to them</li> <li>Report of any issues arises with filing responsibilities</li> <li>Provide monthly report of filing activities</li> <li>Scan invoices to relevant areas and officers</li> <li>Participate and co-operate with other team members in achieving team goals and objectives</li> <li>Any other duties that may be assigned from time to time</li> </ul>
Person's Specification	
Skills and Abilities	<p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>Good customer service skills including attention to detail, accuracy and timeliness of services</li> <li>Very good skills in data and information management including quality assurance, security, and disposal of records</li> <li>Sound communication skills</li> <li>Good understanding of ASYCUDA</li> <li>High level of professionalism, integrity and ethical behavior.</li> </ul>

Minimum Requirement	<b><u>Mandatory:</u></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>
Authorised by (sign and date)	
CEO	Name: Michael Cokanasiga  Signature:
Deputy CEO/HOD	Name:  Signature:
Principal Revenue Officer/Supervisor	Name:  Signature:
Employee	VACANT