



PAPUA NEW GUINEA CUSTOMS SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: PNG CUSTOMS SERVICE	SYS. POS. NO:	REF. NO:	
		CUIR 037	
	DESIGNATION/CLASSIFICATION: CARGO MANAGEMENT OFFICER – ISLANDS REGION OPEARTIONS CUS 06		
WING:	LOCAL DESIGNATION: CARGO MANAGEMENT OFFICER – ISLANDS REGION OPERATIONS		
BORDER SECURITY & REGIONAL OPERATIONS			
DIVISION:	REPORTING TO:	SYS. POS. NO:	REF NO:
REGIONAL OPERATIONS	TEAM LEADER CARGO MANAGEMENT - ISLANDS REGION OPERATIONS		
SECTION: IRO COMPLIANCE	LOCATION: RABAU		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS

2. PURPOSE

The PNG Customs Service is responsible for protecting PNG against risks and threats to its border; facilitating the legitimate movement of people and goods; and collecting revenue for the State.

The Islands Region Operations Branch is responsible for the overall administration of frontline activities of cargo clearance, revenue collection, traveller and conveyance clearance at the declared Customs Ports to achieve the organisation's key objectives.

The position of Cargo Management Officer - Islands Region Operations is responsible for implementing the activities and operations of Cargo Management Section within the Port of Rabaul. .

3. DIMENSIONS

Financial: Is not a Financial delegate
Staff: Is not responsible for any subordinates
Others: Is responsible for any official asset(s) allocated to the unit.



4. PRINCIPLE ACCOUNTABILITIES

1. Implement Cargo Management Activities
2. Support information collection.
3. Support to other work plan programs

5. MAJOR DUTIES

1. Perform Cargo Management Unit Activities

- Conduct screening of cargo manifests in Asycuda World System
- Create dummy manifest for un-manifested cargoes
- Check and verify source documents of un-manifested cargoes
- Refer detected discrepancies to Team Leader Cargo Management
- Conduct manifest audits
- Account for time up cargoes
- Ensure that daily, weekly & monthly targets are met
- Conduct examination of targeted imported cargoes
- Timely submission of reports

2. Support Information Collection

- Provide Error Detection Reports to Intelligence, Investigations and PCA where relevant.
- Compile and submit information reports relating to suspicious Customs Goods Declarations.
- Compile and submit information reports in relation to alleged breaches of the Customs Act.

3. Support to other work plan programs

- Assist in carrying out Customs Awareness Sessions.
- Carry out preventive duties as and when required.

4. Comply with administration requirements

- Attend the weekly /monthly Unit & Sectional meetings.
- Complete and submit attendance reports and ensure punctuality
- Assists collect, prepare and submit daily, weekly and monthly performance management reports.
- Provide written and oral briefs as and when required

6. NATURE AND SCOPE



The position of Cargo Management Officer - Islands Region Operations is responsible for implementing activities and operations of Cargo Management Unit to ensure controlled and accounting for cargoes, conduct inspections and other Cargo Management requirements. The position reports directly to the Team Leader Cargo Management - Islands Region Operations and has no subordinates.

WORKING RELATIONSHIP

1. Internal

Develop and maintain liaison with;

- Manager Trade;
- Director Trade;
- Other Team leaders, Managers & Directors within the Islands Region;
- Regional Director Islands Region Operations;

2. External

Develop and maintain liaison with other external stakeholders;

- Customs Brokers /Agents
- Shipping Industry
- Freight Forwarders Industry
- Other relevant government agencies and statutory Authorities

6.1 WORK ENVIRONMENT

This is an operational and supervisory position and will require the incumbent to be a team player and possess sound supervisory, interpersonal and numerical skills.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

This role will require the incumbent to maintain due diligence of all work carried out. He/she will have access to government & personal data and information that must remain confidential and secure at all times. The incumbent must also adhere to all governance policies and standard operating procedures.

This position is bound by the following Rules/Procedures.	• Code of Conduct and Ethics • Customs Administrative Orders • Customs Act & Regulations • Other Legislation enforced at the border • Public Finances Management Act • PNG Customs Service Act • Relevant Standard Operating Procedures and Policies and Guidelines
This position is	• Staff Appraisals



responsible for making the following Decisions for the Section.	• Staff Discipline • Succession plans
This position can make the following Recommendations for the Section.	• Operations Plans • Request for resources

8. CHALLENGES

The role requires a high level of commitment and integrity, to ensure deadlines and turnaround times are met. The incumbent must be a team player, work under pressure and may be required to work after hours.

9. QUALIFICATIONS, EXPERIENCE AND SKILLS

1. Qualifications

- Diploma or Bachelor's Degree either in Customs, Accounting, Economics, Business, Commerce or other relevant tertiary qualifications.

2. Knowledge

- Basic understanding of Customs and other related laws
- Basic understanding of Customs procedures and policies
- Basic knowledge and understanding of international relations and trade
- Basic use of all Microsoft applications

3. Skills

- Sound numerical skills
- Sound oral and written communication skills
- Sound interpersonal skills
- Exceptional time management skills

4. Work Experience

Preferably (5) year's work experience in a;

- Clerical position
- Administrative position
- Logistics Industry position
- Brokerage Company