



PAPUA NEW GUINEA CUSTOMS SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: PNG CUSTOMS SERVICE	SYS. POS. NO:		REF. NO:	
	0000155382		CULB 019	
	DESIGNATION/CLASSIFICATION: CUSTOMS OFFICER – VANIMO CUS 06			
WING:	LOCAL DESIGNATION: CUSTOMS OFFICER VANIMO – LAND BORDER			
BORDER SECURITY & REGIONAL OPERATIONS				
DIVISION:	REPORTING TO:	SYS. POS. NO:	REF NO:	
REGIONAL OPERATIONS	PORT MANAGER			
SECTION: LAND BORDER	LOCATION: VANIMO			

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 Land Border 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 key objectives of the organization.

The position of Customs Officer Kwek Port, Land Border is responsible for supervising all the frontline activities of Customs Kwek.

3. DIMENSIONS

Financial: Is not a Financial delegate
Staff: Is not responsible for any subordinates
Others: Is responsible for any official asset(s) allocated for the officer's use

4. PRINCIPLE ACCOUNTABILITIES

1. Attend to all frontline activities of Customs operations at Kwek Port



2. Support information collection
3. Support to other work plan programs
4. Comply with the administrative requirements

5. MAJOR DUTIES

1. Attend to all frontline activities of Customs operations at Kwek Port

- Examine and assess the content of the import and export declaration documents lodged
- Attend to counter queries
- Inspect all red lane entries and provide inspection Act report
- Check and verify source documents
- Attend to clearance of conveyance
- Conduct search on vessels/aircrafts
- Check and verify travellers documents
- Identify and recommend penalties for errors and omissions to PCA
- Ensure daily, weekly and monthly targets are met
- Attend to daily banking and submission of collectors statement

2. Support information collection

- Provide information report to intelligence
- Provide report on allege breaches of Customs Act and associated Acts to Investigation
- Provide error detection report to PCA

3. Support to other work plan programs

- Assist in conducting Customs Awareness
- Engage in preventive duties as and when

4. Comply with the administrative requirements

- Attend weekly/monthly Port meetings
- Complete and submit attendance reports
- Attend to work at all times and be on time
- Submit daily, weekly and monthly activity reports
- Provide Oral and written briefs as and when required.

6. NATURE AND SCOPE

The position of Customs Officer Kwek Port is within the Land Border Operations and is responsible for frontline activities of Customs Kwek Port. This position reports directly to the Team Leader and has no subordinates.



6.1 WORKING RELATIONSHIP

1. Internal

Develop and maintain liaison with;

- Team Leader, Kwek Port
- Port Manager, Kwek;
- Other Team Leaders
- Other Port Managers of Land Border Ports
- Director Sandaun, Land Border
- Director Western, Land Border
- Regional Director Land Border

2. External

Develop and maintain liaison with other law enforcement and border agencies;

- Customs Brokers
- Freight Forwarding Companies
- Other relevant government agencies and Statutory Authorities

6.2 WORK ENVIRONMENT

This is an operational position and will require the incumbent to be a team player and possess 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 responsible for making the following Decisions for the Section.	•



This position can make the following Recommendations for the Section.	• Activity plans • Request for resources
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8. CHALLENGES

The role of this position requires high level of commitment and integrity to ensure deadlines are met. The incumbent must be a team player and prepared to work under pressure.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. Qualifications

- Diploma or Bachelor's Degree either in Customs, Law, Economics, Business, Accounting, Business Management or Public Policy Management.

2. Knowledge

- Basic understanding of Customs Laws and other related laws
- Basic understanding of Customs procedure and policies
- Basic knowledge and understanding of international relations and trade
- Basic use of all Microsoft applications
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3. Skills

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

4. Work Experience

Preferably Three (3) years' experience in;

- Clerical position
- Administrative position
- Logistic Industry
- Brokerage company