



## PAPUA NEW GUINEA CUSTOMS SERVICE

### JOB DESCRIPTION

#### 1. IDENTIFICATION

|                                          |                                                                                                     |                  |         |
|------------------------------------------|-----------------------------------------------------------------------------------------------------|------------------|---------|
| AGENCY:<br>PNG CUSTOMS SERVICE           | SYS. POS. NO:                                                                                       | REF. NO:         |         |
|                                          |                                                                                                     | CUNR 160         |         |
|                                          | DESIGNATION/CLASSIFICATION:<br>SEA PORT OPERATION OFFICER - NORTHERN REGION<br>OPEARTIONS<br>CUS 08 |                  |         |
| WING:                                    | LOCAL DESIGNATION:<br>SEA PORT OPERATION OFFICER – NORTHERN REGION<br>OPERATIONS                    |                  |         |
| BORDER SECURITY &<br>REGIONAL OPERATIONS |                                                                                                     |                  |         |
| DIVISION:                                | REPORTING TO:                                                                                       | SYS. POS.<br>NO: | REF NO: |
| REGIONAL OPERATIONS                      | TEAM LEADER BORDER<br>CONTROL- NORTHERN<br>REGION OPERATIONS                                        |                  |         |
| SECTION:<br>PORTS COORDINATION           | LOCATION:<br>WEWAK                                                                                  |                  |         |

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

The position of Sea Port Operation Officer - Northern Region Operations is responsible for the conducting of all front lines activities within the seaport of customs control area within the port of Wewak.

#### 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. Conduct all front lines activities within customs control area.
2. Support information collection.
3. Support to other work plan programs
4. Supervision and administration of the unit.

#### **5. MAJOR DUTIES**

##### **1. Supervise Sea port Operation Activities**

- Carry out Sea Port Operation activities
- Carry out wharf checks.
- Carry out timely clearance of vessels/Ships
- Carry out vessels/ships search
- Ensure timely gate/exit note checks
- Ensure that daily, weekly & monthly targets are met
- Timely submission of daily report

##### **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. Supervision and administration of the Units**

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

#### **6. NATURE AND SCOPE**

The position of Sea Port Operation Officer - Northern Region Operations is responsible for carrying out of all frontline activities at customs control area within the Port of Wewak. The position reports directly to the Team Leader Border Control - Northern Region Operations and has no subordinates.



## WORKING RELATIONSHIP

### 1. Internal

Develop and maintain liaison with;

- Team Leader Border Control
- Port Manager;
- Director Ports Coordination;
- Other Team leaders, Managers & Directors within the Northern Region;
- Regional Director Northern 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.

|                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>This position is bound by the following <b>Rules/Procedures</b>.</p>                        | <ul style="list-style-type: none"> <li>• Code of Conduct and Ethics</li> <li>• Customs Administrative Orders</li> <li>• Customs Act &amp; Regulations</li> <li>• Other Legislation enforced at the border</li> <li>• Public Finances Management Act</li> <li>• PNG Customs Service Act</li> <li>• Relevant Standard Operating Procedures and Policies and Guidelines</li> </ul> |
| <p>This position is responsible for making the following <b>Decisions</b> for the Section.</p> | <ul style="list-style-type: none"> <li>• Staff Appraisals</li> <li>• Staff Discipline</li> <li>• Succession plans</li> </ul>                                                                                                                                                                                                                                                    |



|                                                                              |                                                                                                       |
|------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| This position can make the following <b>Recommendations</b> for the Section. | <ul style="list-style-type: none"> <li>• Operations Plans</li> <li>• Request for resources</li> </ul> |
|------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|

## 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 supervisory 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;

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