



PAPUA NEW GUINEA CUSTOMS SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: PNG CUSTOMS SERVICE	SYS. POSN. NO: 0000155150	REF. NO: CUSR 025
	DESIGNATION/CLASSIFICATION: REVENUE OFFICER	
WING: REGIONAL OPERATIONS	LOCAL DESIGNATION: REVENUE OFFICER CUS 06	
DIVISION: SOUTHERN REGIONAL OPERATIONS	REPORTING TO: TEAM LEADER DEPOT MANAGEMENT	SYS. POS. NO: REF. NO:
SECTION: AIFREIGHT	LOCATION: JACKSONS	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
(Agency Reference/File No.)	(Structure approved date)	Restructure

2. PURPOSE

(Short and accurate or factual statement of why the job exists. This is to ensure significance of the job from the organization's point of view. It leads to questions like:- 2.1 – what part of the organization's total purpose is achieved by this job; 2.2 – what is its contribution to the organization; 2.3 – what would not get done if it did not exist at all; 2.4 – why is this job needed at all)

Action verb:	To plan and coordinate
Object (What):	Reconciliation and Collection of revenue including enforcing of fine & Penalties
Result (Why):	To improve collection of revenue and timely reporting.

3. DIMENSIONS

(Records significant/relevant quantities on which the job has some direct or indirect impact on. It gives the scope and scale of the job. Normally it portrays the amount of finance it is accountable to the number of staff it supervises and resources (equipments/facilities)

Staff	The position reports to the Team Leader Assessing
Financial	The position monitors all pending Revenues plus losses from duty free imports like section 107, transshipment, exemption and cancellations.
Internal Stakeholders	The position plays an important role in informing importers and various clients on the Revenue due to the state that is pending payment or exemption or supporting documents or cancellation and the penalties to pay on non compliance cases and including the storage charges.
External Stakeholders	Establishing alliances with relevant stakeholders maximize the use of current resources, by using appropriate technology, risk management techniques and

	improving communication to enhance the core organizational objectives for Airport Operations
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4. PRINCIPLE ACCOUNTABILITIES

(Indicate the expected end result of each action (how). These are statements that describe the major functions of the organization to ensure the end results are achieved to fulfill the objectives of the agency (what). It is from the principle accountabilities that the major duties are designed)

1	To collect data on revenue collected, recovered, pending, losses, and forgone through temporary imports, exemption, misclassification, false documentation and transshipment
2	To provide report to the management of revenue losses and recoveries done and help improve in terms of identifying non compliance issues and importers and minimize revenue loss
3	To monitor and identify non compliant brokers and importers to ensuring revenue is protected and collected.
4	To maintain constant dialogue and partnership with key external stakeholders to enhance voluntary compliance through close working relationship, information sharing, conducting awareness on Customs legislations, policies and procedures.
5	To perform frontline Enforcement function of Intelligence, Investigations and or Border Response where necessary to ensure efficiency and compliance as well as detecting breaches of the Customs Legislations and related laws enforceable by enforcing these laws.
6	To perform other duties as required by the immediate supervisor.

5. MAJOR DUTIES

(All the tasks that the position holder is required to perform)

- Reporting daily activity to Team leader Postal Assessing
- Collection and receipting of revenue on assessed mails,
- Reconcile revenue collected against PPC 6 cards issued.
- Liaise with Post PNG Limited Accounts section on matters relating to CUSTOMS DUTY/GST.
- Liaise with PNGCS accounts on matters relating to revenue collection

6. NATURE AND SCOPE

(This is the narrative part of the job description which must not be long and should not list every activity of the job but will give examples that will help to illuminate the job. It may help to think how you would describe the job to a friend who knew nothing about it, and then jot down the main elements. It states the location of the job within organization and its reporting relationships i.e. to whom the job reports, other jobs reporting to the same supervisor and the nature of any staff relationship)

The scope of the job:

This position will be responsible for reconciliation, revenue collection, receipting and modify any entry for duty collection made. Will perform the function of accounts receivable.

- The position holder reports to the Team Leader Assessing.

6.1 WORKING RELATIONSHIP

(a) Internal

(Explains job relativity internally)

Human Resource	To address staff issues relating to Trainings, Leaves and Payroll
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	matters
Finance & Budget	Following up on claims submitted via the SRO Admin Officer for payments
Policy & Legal Section	Seeking legal clarifications on the application of legislations and policies and make referrals
Accounts Section	Liaison regarding the daily transfer of funds from clients
Compliance & Procedure Division	To seek clarity in the implementation of the Cargo management procedures
Trade & Revenue Administration	To ensure consistent implementation and applications of HS rules and Valuation methods
Enforcement Division	Oversee the carrying out of the Frontline Enforcement duties
ICT	Maintain constant dialogue with ICT to ensure connectivity is uninterrupted and also important functions/options of the ASYCUDA++ is been issued to relevant officers.
IPR	To seek clarity on ownership

(b) External

(Explains job relativity externally)

Freight Forwarders	To inform clients on Customs requirements and processes to enable importers to provide all required documentation on time so cargoes are not delayed resulting in heavy penalties
Other key stakeholders	To be aware of Customs and other stakeholder requirements and enhance voluntary compliance through close working relationships

6.2 WORK ENVIRONMENT

(This explains the background of the position whether it is statutory, specialist, technical or administrative- which sets the scene).

Revenue Officer is a technical position as the main duties mainly involves the data collection on revenue leakages

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

(Principle strategies, policies, precedents, rules, instructions within which the job operates. Authority the job holder has to make/take decisions)

Rules/procedures: All Cargo Clearance process is guided by the Customs Act and Regulations and Policies/Guidelines

Decision: All decisions ought to be made within the parameters of the Customs legislations and related key government agencies' laws

Recommendations: Position Holder to ensure that all duties are performed within the legislations and if unsure there should be efforts made to seek clarity from the Operations.

8. CHALLENGES

(That part of the job which, in the job holder's view, presents the greatest challenge to a fully competent job holder. This statement should also indicate why it is a challenge)

To accounting on revenue leakage, ensure to have clear knowledge of all key stakeholders requirements and have constant dialogue with them so information is freely share between Customs and key stakeholders to help prevent revenue leakages.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(Required formal qualifications for the job, critical skills, knowledge and experience required for the job are stated here)

- (a) Qualifications** – Qualification in Management/Administration or other tertiary qualifications as may be acceptable and complimentary to the Customs Corporate objectives
- (b) Knowledge** – In the absence of a complete qualification, the holder must provide sufficient evidence to Customs, a successful record of achievement encompassing sound understanding on the skills and requirements required in the position.
- (c) Skills** – Must demonstrate a proven ability to communicate effectively in written and oral English as well as possessing a, sound organizational and analytical skills.
- (d) Work Experience** - Ability to plan and coordinate work.
- (e) Desirable** – Ability to work under pressure; Honesty and integrity with co-workers, management and clients; Problem solving skills and public relations skills