



PAPUA NEW GUINEA CUSTOMS SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: PNG CUSTOMS SERVICE	SYS. POS. NO:	REF. NO:	
	0000155155	CUSR 030	
	DESIGNATION/CLASSIFICATION: IMPORTS OFFICER – SOUTHERN REGION OPEARTIONS CUS 06		
WING:	LOCAL DESIGNATION:		
BORDER SECURITY & REGIONAL OPERATIONS	IMPORTS OFFICER – SOUTHERN REGION OPERATIONS		
DIVISION:	REPORTING TO:	SYS. POS. NO:	REF NO:
REGIONAL OPERATIONS	TEAM LEADER IMPORTS SOUTHERN REGION OPERATIONS		
SECTION: TRADE	LOCATION: SRO REGIONAL OFFICE		

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 Southern 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 Imports Officer – Southern Region Operations is responsible for examining and assess import declarations against physical cargo to ensure correct tariff and valuation is applied and assessments issued for duty payment.

3. DIMENSIONS

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



4. PRINCIPLE ACCOUNTABILITIES

1. Assessment and examination of all Customs import Goods Declaration
2. Support Information collection.
3. Support to other work plan programs
4. Comply with Administrative Requirements.

5. MAJOR DUTIES

1. Assessment of all Customs Import Goods Declaration

- To check and ensure Form 15, bill of Lading/Airways Bill, invoice(s), and other supporting documents are attached for assessment.
- Recommend physical inspection of declared goods to ensure correctness as declaration,
- Recommend physical inspection on imports goods done by Cargo Management Officers
- Recommend physical inspection on exports done by Exports Officers.
- Request sample of products/and or further documentation when establishing accuracy of each declaration by issuing Query Memorandum/Query Advice for further inspection.
- Complete Error Detection form in respect of errors detected in the declarations, record, and provide the information to the team leader.
- Advise Team Leader of all in correct declarations and proposed penalties to be applied under administrative penalties provision.
- Identify and recommend relevant penalties that are due
- Ensure that daily, weekly & monthly targets are met
- Timely submission of daily Assessors 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 Import 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 Administrative Requirements

- 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

6. NATURE AND SCOPE

The position of Import Officer – Southern Region Operations is responsible for processing all Customs Import Goods Declaration within the Customs declared Ports at the Southern Regional Operations. The Officer reports directly to the Team Leader Imports – Southern Regional Operations and has no subordinates.

WORKING RELATIONSHIP

1. Internal

Develop and maintain liaison with;

- Team Leader Imports
- Director Trade;
- Other Team leaders, Managers & Directors within the Southern Region;
- Regional Director Southern 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 position and will require the incumbent to be a team player and possess sound 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	• Code of Conduct and Ethics • Customs Administrative Orders
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Rules/Procedures.	• 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.	• 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 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

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

4. Work Experience



Preferably (3) years work experience in a;

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