



PAPUA NEW GUINEA CUSTOMS SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: PNG CUSTOMS SERVICE	SYS. POSN. NO: 36413	REF. NO: CUSR 040
	DESIGNATION/CLASSIFICATION: POSTAL SCANNING OFFICER – CUS06	
WING: REGIONAL OPERATIONS	LOCAL DESIGNATION: POSTAL SCANNING OFFICER	
DIVISION: SOUTHERN REGIONAL OPERATIONS	REPORTING TO: TEAM LEADER POSTAL ASSESSING	SYS. POS. NO: REF. NO:
SECTION: TRADE	LOCATION: KONEDOBU POST OFFICE	

HISTORY OF POSITION

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

2. PURPOSE

To plan and coordinate all International mail clearance processes at the Mail Exchange, staff, resources and functions at the international mail Exchange.

So that all international Postal articles for designated Post Offices are facilitated within Customs requirements as per the Customs Act and Regulations and timely.

DIMENSIONS

Staff : The position reports to the Team Leader Postal Assessing.

Financial: No Financial delegate

Others : Verifies import documents presented for the release and allows for inspection before release if description do not match Internal Stakeholders.

The position plays an important role in the delivery of cargoes in making sure release of cargoes are done timely without delay and only upon proper documentation and payment and in-line with our policies and guidelines

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

4. PRINCIPLE ACCOUNTABILITIES

- Verify all documentation before release cargo for home consumption

- Conduct all inspections including those by Manager Trade's team but excluding firearms/ammunition which is to be done by enforcement team
- Refer all bills below K1,000.00 for manual discharge by Cargo Officer
- Facilitating legitimate trade within standard time reducing delays
- 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.
- Perform other duties as required by the immediate supervisor.

5. MAJOR DUTIES

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

- To conduct inspections using x ray scan and analysis image
- Assessing and Issuance of PPC6 in mail articles.
- Making referral to other relevant authorities on certain imports
- Detain contrabands and arrange proper referrals to the Customs Enforcement Division.
- To ensure that all customers /importers are compliant with Customs Legislation.
- Ensure only cargoes with proper documentation and payment are released for home consumption
- Advise customers on Customs matters.
- Monitor and prepare reports on time for postal articles.
- Report on any noncompliance issues.
- Monitor and make referrals on any inconsistency at the Post and Customs controlled area to team leader for referral to Manager Post.
- Timely Reporting

6. NATURE AND SCOPE

The scope of the job is to

- Examine and analysis scan images for further inspection
- The position holder reports to the Team Leader for Postal Assessing.

6.1 WORKING RELATIONSHIP

1. Internal
Develop and maintain liaison with;

- Team Leader

- Manager
- Director Ports Coordination;
- Other Team leaders, Managers & Directors within the Northern Region;
- Regional Directors

1. External

Develop and maintain liaison with other external stakeholders;

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

6.2 WORK ENVIRONMENT

Scanning and Assessing Officer is a technical position as the main duties involve scanning and assessing postal articles. Additional attending to customer's queries to verify import documents in relation to Tariff and Valuation processes are being adhered to.

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

8. CHALLENGES

Always seek immediate supervisor's advice when not sure before mail articles can be released or detained as documents presented could be false or goods to be detained could be perishable in nature or dangerous to lives.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications –

Bachelor's degree/Diploma 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 -

Extensive experience in Customs Laws, policies and procedures at the management level may be required.

(e) **Desirable –**

Ability to work under pressure; Honesty and integrity with co-workers, management and clients; Problem solving skills and public relations skills