

**PAPUA NEW GUINEA CUSTOMS SERVICE****JOB DESCRIPTION****1. IDENTIFICATION**

AGENCY: PNG CUSTOMS SERVICE	SYS. POSN. NO: 36413	REF. NO: CUSR __047__
	DESIGNATION/CLASSIFICATION: ASSESSOR CUSR 06	
WING: REGIONAL OPERATIONS	LOCAL DESIGNATION: EXPORT OFFICER	
DIVISION: SOUTHERN REGIONAL OPERATIONS	REPORTING TO: TEAM LEADER EXPORT ASSESSING	SYS. POS. NO: REF. NO:
SECTION: EXPORT – SEA CARGO OPS	LOCATION: REGIONAL OFFICE	

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 examine
Object (What):	All export declarations
Result (Why):	To ensure correct tariff and valuation is applied and assessments issued for duty payment.

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	Verifying declaration against source documents and making sure correct exchange rate, tariff and valuation is applied and correct duty is assessed for payment
Internal Stakeholders	The position plays an important role in the collection of revenue as it makes sure all proper documentation are verified and assessed and paid 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
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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	Making sure all export documents plus other supporting documents are produced together with the entry within standard time reducing delays.
2	To run assessments without delays including repair and return cargoes
3	Perform other duties as directed by immediate superiors
4	Assist with any call out duties on investigation and Intelligence matters where necessary
5	Timely report on the entry process and cancellation, modification, inspection and referrals to other sections.
6	Follow up with Un finalized SAD relating to Export
7	Perform other duties as directed

5. MAJOR DUTIES

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

- To assess all export entries
- To do documents and verify source documents
- To perform preventive and detection duties of enforcement functions, to ensure Customs function efficiently and improve compliance of all requirements under the Customs Act and subsidiary legislations
- Maintain record of Error or omission and enforce penalty or Customs fine in consultation with Team Leader
- Timely Reporting
- Make referral to internal stakeholders

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 is to

- Verify export documents plus supporting documents and agents signature
- Confirm with export compliance officers who conduct inspections to confirm if document presented does not correspond with the entry
- Process and run assessment for payment
- Compile timely report for management
- 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 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)

Airlines and Freight Forwarders	To ensure Customs requirements and processes are fully understood so they are able inform clients of our requirement so cargo for export is not held or delayed
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).

Export Officer is a technical position as the main duties involves examining and screening of all export documents and ensuring correct tariff rates, classification and valuation is applied by checking and verifying declaration against source documents before assessing and running assessments for payment.

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)

Any decision made on entry for assessing must be in line with our Laws and Regulations and in consultation with the Team Leader Assessing.

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** – Appropriate Diploma or Certificate or other qualification as may be acceptable and complimentary to the PNG Customs Service Objective
- (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** – Good knowledge of tariff and valuation, Customs procedures and processes or proven ability to learn such skills.
- (d) Work Experience** – Have some computing skills and ASYCUDA knowledge is essential.
- (e) Desirable** – Ability to work under pressure; Honesty and integrity with co-workers, management and clients; Problem solving skills and public relations skills