



PAPUA NEW GUINEA CUSTOMS SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: PNG CUSTOMS SERVICE	SYS. POSN. NO: 36413	REF. NO: CUSR 050
	DESIGNATION/CLASSIFICATION: ASSESSOR	
WING: SOUTHERN REGIONAL OPERATIONS	LOCAL DESIGNATION: EXCISE ASSESSOR	
DIVISION: SOUTHERN REGIONAL OPERATIONS	REPORTING TO: TEAM LEADER EXCISE	SYS. POS. NO: REF. NO:
SECTION: EXCISE	LOCATION: REGIONAL OFFICE	

HISTORY OF POSITION

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

2. PURPOSE

Action :	Assessing
Objective (What):	Ensuring correct information is being inputted in entries.
Result (Why):	Correct revenue is being collected.

3. DIMENSIONS

Staff	The position reports to the Team leader-Excise together with the Excise Inspector.
Financial	The position doesn't manage any finances unless responsibility is being designated by a superior
Internal Stakeholders	The position plays an important role in revenue collection for the government which contributes towards the whole collection by the organization.
External Stakeholders	The position holder can liaise with stakeholders but should refer decision making to Team Leader- Excise.

4. PRINCIPLE ACCOUNTABILITIES

1	Assess documents and report any discrepancies to the Team Leader- Excise
3	Maintain constant dialogue with stakeholders to enhance voluntary compliance through

	close working relationship, information sharing, and awareness on Excise and Customs requirements
4	Reporting to the Team Leader-Excise
5	Follow up on schedule payment
6	Enforce penalty or Customs Fine on act of non compliance
7	

5. MAJOR DUTIES

- Assess payment documents lodged by manufacturers
- Make sure duty is paid on time through regular reminders to manufacturers.
- Liaise with and assist stakeholders with their queries regarding entries etc.
- Checking and assessing entries relating to excise payment on the ASYCUDA system.
- Assist the Excise Inspector
- Stamping of documents
- Recording and registering entries
- Filing

6. NATURE AND SCOPE

The scope of the job is to:

- Enforce the Excise Act and Excise Regulation 1956
- Conduct document checks and assessing lodgments
- Provide guidance and advice to manufacturers' queries
- Elevate certain issues to Team Leader Excise
- The position holder reports to the Team Leader Excise together with Excise Inspector
- Compile reports to Team Leader Excise

6.1 WORKING RELATIONSHIP

(a) Internal

Human Resource	Refer all queries to Team Leader Excise
Finance & Budget	Liaise with regarding overtime claims and Leave entitlements etc
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 Excise procedures and policies and propose amendments where needed to meet current business practice
Trade & Revenue Administration	To ensure consistency in the tariff codes used against each product
Enforcement Division	Carry out Frontline Enforcement duties
ICT	Maintain constant dialogue with ICT to ensure connectivity is uninterrupted and also important functions/options of the ASYCUDA system is being issued to relevant officers.
IPR	To seek clarity on IPR ownership

(b) External

Airlines	To ensure Customs requirements and processes are fully understood especially in terms of exportation of locally manufactured excisable goods.
Other key stakeholders	To be aware of Customs and other stakeholder requirements and enhance voluntary compliance through close working relationships

6.2 WORK ENVIRONMENT

Excise Assessor is a technical position as it involves document checks and assessing to make sure the correct duty is paid.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules/procedures: All Excise processes are guided by the Excise Act and Regulations 1956 and Policies/Guidelines

Decision: All decisions are made within the parameters of the Excise legislations, policies and related key government agencies' laws.

Recommendations: All policies and legislations have to be up to date in order to have the job flowing smoothly.

8. CHALLENGES

The main challenge to the job is having outdated legislations and non-compliance by some manufacturers.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

- (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** - 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