



PAPUA NEW GUINEA CUSTOMS SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: PNG CUSTOMS SERVICE	SYS. POSN. NO: 0000155805	REF. NO: CUSR 051
	DESIGNATION/CLASSIFICATION: WAREHOUSE INSPECTOR – LOCAL EXCISE	
WING: SOUTHERN REGIONAL OPERATIONS	LOCAL DESIGNATION: WAREHOUSE INSPECTOR – LOCAL EXCISE	
DIVISION: SOUTHERN REGIONAL OPERATIONS	REPORTING TO: TEAM LEADER WAREHOUSE	SYS. POS. NO: REF. NO:
SECTION: COMPLIANCE	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 :	Inspecting
Objective (What):	Ensuring correct information is being inputted in entries.
Result (Why):	Correct revenue is being collected.

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 Manager Excise & Warehouse – Bonded Facility.
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 Manager Excise & Warehouse – Bonded Facility

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	Assess documents and report any discrepancies to the
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
5	Follow up on schedule payment
6	Enforce penalty or Customs Fine on act of non-compliance
7	

5. MAJOR DUTIES

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

- Monitoring Compliance – monitor and ensure goods adhere with Customs Act laws and regulations.
- 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 payment on the ASYCUDA system.
- Stamping of documents
- Recording and registering entries
- Filing

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:

- Enforce the Customs Act, and other relevant Acts Conduct document checks and inspection at the warehouse
- Provide guidance and advice to manufacturers' queries
- Elevate certain issues to Manager Excise & Warehouse – Bonded Facility
- The position holder reports to the Team Leader Warehouse
- Compile reports to Manager Excise & Warehouse – Bonded Facility

6.1 WORKING RELATIONSHIP

(a) Internal

(Explains job relativity internally)

Human Resource	Refer all queries to Team Leader Bonded Facility
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

(Explains job relativity externally)

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

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

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

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 Warehouse Excise processes are guided by the Customs

Decision: All decisions are made within the parameters of the Customs 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

(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)

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

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** - 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