



PAPUA NEW GUINEA CUSTOMS SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: PNG CUSTOMS SERVICE	SYS. POS. NO:	REF. NO:	
	0000155807	CUSR 076	
	DESIGNATION/CLASSIFICATION: WAREHOUSE – DUTY FREE OFFICER CUS 06		
WING:	LOCAL DESIGNATION: WAREHOUSE – DUTY FREE OFFICER		
BORDER SECURITY & REGIONAL OPERATIONS			
DIVISION:	REPORTING TO:	SYS. POS. NO:	REF NO:
SOUTHERN REGIONAL OPERATIONS	MANAGER EXCISE & TEAM LEADER WAREHOUSE – BONDED FACILITY		
SECTION: COMPLIANCE	LOCATION: REGIONAL HQ		

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 Warehouse – Duty Free Officer – Southern Region Operations is responsible for executing all **Warehouse & Licensed Duty Free Shops** activities within Customs declared Port.

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. Conduct all Warehousing activities.
2. Support Information collection.
3. Support to other work plan programs
4. Comply with Administrative Requirements.

5. MAJOR DUTIES

1. Conduct all Warehousing Activities

- Examine and assess for compliance checks.
- **Supervise Under bond transfers to approved warehouse**
- Check and verify source documents.
- Request to Cargo Accounting Unit to inspect or obtain samples for verification
- Follow up on assessment notices
- Request to reroute Customs Goods Declaration
- Identify and recommend relevant penalties that are due
- Ensure that daily, weekly & monthly targets are met
- Timely submission of daily Warehousing 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 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.
- **Attend to meetings with stakeholders**

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 Warehouse Duty Free Officer - Southern Region Operations is responsible for executing all warehousing activities within the declared ports of PNG Customs. The Officer reports directly to the Team Leader Excise & Warehouse Officer- Port Operations and has no subordinates.

WORKING RELATIONSHIP

1. Internal

Develop and maintain liaison with;

- Team Leader Excise & Warehouse
- ~~Port Manager~~; Manager Excise Warehouse
- Director ~~Ports Coordination &~~ Compliance;
- 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
- **Duty Free Shop owners**
- Excise Manufacturers
- 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 poses 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 Rules/Procedures.	• Code of Conduct and Ethics • Customs Administrative Orders • Customs Act & Regulations • Other Legislation enforced at the border • Public Finances Management Act
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	• 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's 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) year's work experience in a;

- Clerical position
- Administrative position



- Logistics Industry position
- Brokerage Company