

**GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION**

1. Ministry: MFED		
2. Position Title: Senior Customs Officer	3. Salary Level: 11/10	4. Division: Kiribati Customs Service (KCS)
5. Reports To: Principal Customs Officer	6. Direct Reports: Deputy Comptroller of Customs	
7. Primary Objective of the Position: Assist PCO in performing core function of KCS such as 1. Revenue Collection, Border Protection and Trade Facilitation which link to Ministry Strategic Plan and Kiribati Development Plan - KPA 2		
8. Position Overview		
9. Financial: N/A		10. Legal: Customs Act 2005, VAT Act 2014, Excise Tax Act 2014, Revenue Administration Act 2014, Wreck & Salvage Ordinance
11. Internal Stakeholders: Comptroller of Customs (COC) Deputy Comptroller (DCOC) Principal Customs Officer (PCO) To be referred to Manager: Examination Reports; Corruptions; On-watch/Surveillance Report; Intelligence Report; Leave plan; Monthly Progress Report; SPA;		12. External Stakeholders: Customs Brokers KPA Officials; Shipping Agency; Importers/Exporters Border Agencies e.g Immigration, Police, Aviation, Biosecurity To be referred to Manager Suspicious importation/exportation; Smuggling Activities; Customs Offences; Illicit trafficking; Money Laundering; Prohibited import/exports;

This position description provides a comprehensive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> ▪ KDP/KPA: KPA 1: Human Resource Development ▪ MOP Outcome: KPA 1: Human Resource Development 1.5 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Administrative Activities	SCO Administer Landing Section and all subordinates SCO Compliance - Administer Compliance Section and Subordinates SCO Longroom - Administer Long room Section and Subordinates	Weekly Attendance Report; SMT Assigned tasks - workplan Finger prints;
Clerical Activities	-	
Supervision	-Leading & Decision making on <ul style="list-style-type: none"> • Landing for Betio Port, • Longroom for entry processing and • Compliance for PCA and Bond/Warehousing matters 	Monthly Progress Report by SCO Weekly Attendance Reports
10. Key Challenges		11. Selection Criteria
		11.1 PQR (Position Qualification Requirement):

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Proper tools to work with to combat smuggling activities;
Making effective decision to combat smuggling, illicit trades;
Bribery attempt by business people; and
Incompliance from several traders.

Education: Degree qualification in the relevant field OR Diploma with 3 years of work in a relevant area.

Experience: 3 years (Diploma)

11.2 Key Attributes (Personal Qualities):

Knowledge: He/She can read, write, speak and understand English very well.

Attributes

- Should be able to work at midnight or even after midnight;
- Supervise and team building ability;
- Can work over the weekend with no Religious restrictions; and
- Very discipline and have high level of integrity;

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