

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

1. Ministry: MFED			
2. Position Title: Assistant Customs Officer (ACO)	3. Salary Level: 17/14	4. Division: Kiribati Customs Service (KCS)	
5. Reports To: Customs Officer	6. Direct Reports: Nil		
7. Primary Objective of the Position: Assist CO and SCO 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,	
11. Internal Stakeholders: Comptroller of Customs (COC) Deputy Comptroller (DCOC) Principal Customs Officer (PCO) Senior Customs Officer (SCO) Customs Officer (CO)		12. External Stakeholders: Customs Brokers KPA Officials; Shipping Agency; Importers/Exporters Border Agencies e.g Immigration, Police,	
To be referred to Manager: Examination Reports On-watch/Surveillance Report; Intelligence Report; Leave plan; SPA;		To be referred to Manager Suspicious importation/exportation; Smuggling Activities; Customs Offences; Illicit trafficking; Money Laundering; Prohibited import/exports;	

*This is 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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<b>13. KEY ACCOUNT ABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b>			
<ul style="list-style-type: none"> <li>▪ KDP/KPA: KPA 1: Human Resource Development</li> <li>▪ MOP Outcome: KPA 1: Human Resource Development 1.5</li> </ul>			
<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>	
Administrative Activities	Boarding foreign Aircraft/ Vessels; Assist Importers/Exporters for trade facilitation;		
Clerical Activities	Posting entries and entering into PC Trade System; Records & maintain profiling of clients;		
Supervision	On watch foreign vessels; Inspection of Vehicles; Examining Containers, baggage;		
<b>10. Key Challenges</b>		<b>11. Selection Criteria</b>	
Bribery attempt by business people; Smuggling activities versus lack of sophisticated machines; Incompliance from several traders;		<b>11.1 PQR (Position Qualification Requirement):</b> Education: Form 6 or above Experience: No Job Training: No	

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	<p><b>11.2 Key Attributes (Personal Qualities):</b> Knowledge: He/She can read, write, speak and understand English very well.</p> <p><b>Attributes</b></p> <ul style="list-style-type: none"><li>• Should be able to work at midnight or even after midnight;</li><li>• Have no problem when posted to the Line Islands;</li><li>• Can work over the weekend even at Saturday (if you are from Seventh Adventist) or even on Sunday;</li><li>• Very discipline and have high level of integrity;</li></ul>
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