

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

<b>1. Ministry: MFED</b>		
<b>2. Position Title:</b> Senior Customs Officer	<b>3. Salary Level: 11/10</b>	<b>4. Division: Kiribati Customs Service (KCS)</b>
<b>5. Reports To:</b> Principal Customs Officer	<b>6. Direct Reports: Custom Officer</b>	
<b>7. Primary Objective of the Position:</b> 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		
<b>8. Position Overview</b>		
<b>9. Financial:</b> N/A	<b>10. Legal:</b> Customs Act 2005, VAT Act 2014, Excise Tax Act 2014, Revenue Administration Act 2014, Wreck & Salvage Ordinance	
<b>11. Internal Stakeholders:</b> 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;	<b>12. External Stakeholders:</b> 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 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.*

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

<b>13. KEY ACCOUNTABILITIES</b> <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> <li>▪ <b>KDP/KPA: KPA 1: Human Resource Development</b></li> <li>▪ <b>MOP Outcome: KPA 1: Human Resource Development 1.5</b></li> </ul>		
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"> <li>• Landing for Betio Port,</li> <li>• Longroom for entry processing and</li> <li>• Compliance for PCA and Bond/Warehousing matters</li> </ul>	Monthly Progress Report by SCO Weekly Attendance Reports
<b>10. Key Challenges</b>		<b>11. Selection Criteria</b>
		<b>11.1 PQR (Position Qualification Requirement):</b>

*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.*

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

<p>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.</p>	<p><b>Education:</b> Degree in International customs law/Economics/Law OR Diploma in International customs law/Economics/Law with minimum 5 years work experience in Customs;  OR Recognized certificate in relevant Customs technical skills with minimum 10 years in Customs.  <b>Experience:</b> as specified above.</p> <hr/> <p><b>11.2 Key Attributes (Personal Qualities):</b> <b>Knowledge:</b> 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>• Supervise and team building ability;</li> <li>• Can work over the weekend with no Religious restrictions; and</li> <li>• Very discipline and have high level of integrity;</li> </ul>
--	---

*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.*

