

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: MFED	
2. Position Title: Assistant Customs Officer (ACO)	3. Salary Level: 17/14
5. Reports To: Customs Officer	4. Division: Kiribati Customs Service (KCS)
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) To be referred to Manager: Examination Reports On-watch/Surveillance Report; Intelligence Report; Leave plan; SPA;	12. External Stakeholders: Customs Brokers KPA Officials; Shipping Agency; Importers/Exporters Border Agencies e.g Immigration, Police, 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

13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> ▪ <i>KDP/KPA: KPA 1:Human Resource Development</i> ▪ <i>MOP Outcome: KPA 1: Human Resource Development 1.5</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
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;	
10. Key Challenges		11. Selection Criteria
Bribery attempt by business people; Smuggling activities versus lack of sophisticated machines; Incompliance from several traders;		11.1 PQR (Position Qualification Requirement): Education: Form 6 or above Experience: No Job Training: No

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

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.