1. Ministry: Ministry of Finance		
2. Position Title: Customs Officer	**3. Salary Level: L13-12**	**4. Division: Custom Division**
5. Reports to: Principal Customs Officer	**6. Direct Reports: Senior Customs Officer**	
7. Primary Objective of the Position: To assist and support SCO in his/her task and to provide supervisory to ACOs during the operation in the absence of SCO. In charge of marshalling at the airport, manage and coordinate passenger processing as well as cargo examinations.		

8. Position Overview	
9. Financial: ????	10. Legal: Customs Act 2019, VAT Act 2014, Excise Act 2014, Revenue Administration Act 2014
11. Internal Stakeholders: • SCO, To be referred to Manager: • Found illicit trade at the border; • Briefing and Debriefing; Without referral to Manager: • Seizure of cargo, clearance of vessels and aircrafts • Exercise power under Customs Act	12. External Stakeholders: • MFED-Revenue, Statistics, Tax • CCK • Aviation • Air Kiribati Ltd • Airport Service • Immigration • Police
13. KEY ACCOUNTABILITIES*(Include linkage to KDP, MOP and Divisional Plan)* **1.** ***KDP/KPA:*** Key Area Policy 2 – "Inclusive Economic Growth and Poverty Reduction"	

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

Approved by:	**Date of Issue:**

- ***MOP Outcome: To enhance transparency, accountability equal opportunities including upholding the rule of law and access to justice inclusiveness in decision making process***
- ***Divisional/Departmental/Unit Plan: To strengthen border security utilizing risk based decision making and to uphold overall Customs Administration & Enforcement and the Ministry of Justice. Our vision is to contribute to the economic and social prosperity of the country by providing professional and quality assured Customs services to world standards.***

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
• First line manager	• Supervise ACOs during the operation or in the absence of SCO; • Provide report to SCO on work progress; • Assist SCO in compiling report for PCO	• Record attendance • Risk analysis report delivered • Report completed and delivered to PCO; • Report delivered
• Assist SCO in performing core role of Customs	• Revenue Collection through process of entry • Border Control by ship and aircraft clearance, passenger processing, container examination; • Facilitate trade by expedite release of cargo.	• Increase revenue • Border managed • Flow of legitimate trade
• Intelligence & Investigation	• Assist SCO to gather intel reports and formulate a database; • Assist SCO in investigation and prosecution	• Database on intel established; • Penalty paid and criminal apprehended while risk mitigated

10. Key Challenges	11. Selection Criteria

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• Able to work after hours at times where services are needed by the Comptroller • Able to lead and demonstrate quality leadership to ACOs • Maintain high level of integrity	**11.1 PQR (Position Qualification Requirement**): **Education: R**ecognized Certificate in relevant Customs technical skills **Experience**: 3 years work experience in customs. **Job Training:** **Prerequisite:**
	11.2 Key Attributes (Personal Qualities): **Knowledge** • Computer literate • Figure analyst • Data analyst • Counselling **Skills:** • Critical thinking • Service Oriented • Time management • Speaking, writing, listening

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Approved by:	**Date of Issue:**