

## Government of Tuvalu – Job Description



<b>Position Title:</b>	Assistant Customs Officer	
<b>Level and Salary:</b>	S1-S3	10,887 - \$15,447
<b>Ministry and Department:</b>	Ministry of Finance and Economic Development	Tuvalu Revenue & Customs Department
<b>Location:</b>	Funafuti	
<b>Reports to:</b>	Collector Customs Preventive Officer	
<b>Te Kakeega III</b>	Strategic Area: Economic Growth	

### JOB PURPOSE:

Supervise the Port Section to ensure revenue collection, trade facilitation and timely release of imported goods.

### KEY RESPONSIBILITIES:

1. Boarding and patrolling of all inward crafts.
2. Report on all the yacht arrivals
3. Register inward and outward crafts
4. Monitor movement of all imported containers
5. Monitor releasing of all cleared imported goods.

### MAIN DUTIES AND OUTCOMES:

- 1.1 Conduct checks on all inward documents to ensure it agrees with the goods on board to prevent illegal imports.
- 1.2 Process all passenger goods to prevent any illegal and or prohibited imports.
- 1.3 Confiscate any illegal goods, report it to the Police and impose penalties in compliance with the Customs Act.
- 2.1 Monitor all yacht movements in the region, board and conduct a thorough search for any illegal import or activities.
- 2.2 Confiscate any illegal goods, report to the Police and impose penalties in compliance with the Customs Act.
- 2.3 Provide a timely report on all yacht arrivals and outcomes from the searches.

## Government of Tuvalu – Job Description

3.1 Update the Craft register with all manifest details including arrival date, departure date, type of cargoes and next and previous port destination.

4.1 Update the Container register with location, movement, dates and the contained goods.

5.1 Conduct appropriate and timely clearance of all goods within agreed timeframe.

5.2 File and store all clearance documentations securely.

### **MANDATORY REQUIREMENTS:**

Certificate in Management and 2 years working experience in Customs field.

Good written and oral Tuvaluan and English

Excellent interpersonal skills

Excellent time Management

Good knowledge in the use of MS Office suite of programmes.

High-level attention to detail and accuracy

### **NOTE:**

*It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.*