

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) 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 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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13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i> ▪ KDP/KPA: KPA 1:Human Resource Development ▪ MOP Outcome: KPA 1: Human Resource Development 1.5		
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 7 Certificate with passes in English and Mathematics, OR Form 6 Certificate with Passes in English and Mathematics with 1 year relevant work experience. Experience: No

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	Job Training: No
	11.2 Key Attributes (Personal Qualities): Knowledge: He/She can read, write, speak and understand English very well. Attributes • 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;

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