

# INTERIM SOUTH WEST ADMINISTRATION

## MINISTRY OF FINANCE

### JOB DESCRIPTION

Job Title: Customs Officer, Customs Operations.

Ministry: Ministry of Finance

Department: Customs and Taxation Department

Grade Level & Classification:

Reporting to: Revenue Director

Salary:

Hours:

Location: Baidoa, Somalia

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#### 1. Purpose of the position

This position is an operational position within the Customs and Taxation Department of the ISWA Ministry of Finance. It has the responsibility for enforcing laws and treaties regarding the importation and export of goods, detecting instances of infringement or non-compliance with regulations, and taking the necessary steps to enforce the laws.

Duties include carrying out inspections, combating the importation of firearms, drugs and other banned items and identifying goods on which duties must be paid, working with revenue officers to collect customs and excise duties. Liaising with other agencies to collect analyse and act on intelligence regarding possible attempts to import or export illegally.

#### 2. Responsibilities & Duties

The Customs Officer, Customs operations will, in consultation with the Revenue Authority:

- Carry out inspections of goods for import or export
- Inspection of bonded storage facilities.
- Inspection of import and export documentation
- Identifying instances of illegal importation or exportation
- Impounding and Taking appropriate action against perpetrators, including g arrest and holding.
- Preparation of criminal charges against perpetrators and presenting evidence where required.
- Maintaining required records of all inspections, and official actions.

- Ensure high standards of conduct and integrity.
- Maintaining and ensuring compliance with standard operating policies and procedures with respect to recording and reporting of inspections and arrests.
- Producing reports for distribution to senior management
- Ensuring that the legislation, procedures and policies are in place and adhered to.

### **3. Qualifications and Training**

- Degree qualification is not a requirement.
- Training and experience in law enforcement. - necessary
- Training in international trade. necessary
- Associate Degree in Business Administration/Accounting, Economics and/or Financial Management- desirable , not essential
- Basic sound public financial management skills.- essential
- Computer literacy and familiarity with word processing, internet, and excel.- essential

### **4. Learned Discipline**

- Understanding of the customs and excise legislation, procedures and practices
- Basic knowledge of public service functions and practices.
- Good understanding of revenue collection and reporting processes
- Basic knowledge of computerised accounting systems
- Current public sector reforms and best practices in countries similar to Somalia

### **5. Competencies**

- Ability to collate and analyse often complex information.
- Ability to disseminate detailed information in a clear and concise manner.
- Ability to work independently and as part of a team.
- Self-motivation.
- Tactful and polite with excellent communication and interpersonal skills.
- Excellent listening and questioning skills
- Ability to present information in a clear and logical way
- Honest and fair in applying the rules
- Good numeracy skills, with the ability to interpret accounts and make calculations. • Ability to work accurately, pay close attention to detail and notice inconsistencies.
- Ability to be firm and assertive when required y circumstances.
- Ability to communicate well both orally and in writing.
- Must be assertive and be able to easily identify, analyse and solve problems.
- Ability to plan and organize work, including special assignments in order to meet deadlines.
- Must be able to be proactive and work unsupervised
- Must have excellent interpersonal skills.
- Must be able to work well in a team environment

### **6. Required Experience**

The position requires at least 2 years' experience obtained in law enforcement or military.

## **7. Performance Criteria**

The incumbent is deemed to be performing his duties effectively when:

- The flow of goods across the borders proceeds without undue hindrance.
- Proper plans of searching and investigation are formulated and carried out.
- Information regarding possible illegal activities is acted on appropriately.
- Incidents of illegal import or export are acted on.
- Proper procedures of arrest and arraignment are carried out.
- Case material is properly prepared for court.
- Evidence is effectively and honestly given.
- Work papers and supporting documents are maintained to meet the requirements of inspection.
- ISWA legislation, rules, policies and guidelines are adhered to in the performance of duties
- Reports are disseminated to Ministries, Departments and senior managements and are accurate, timely