

Job Title – Grade:	Customs Officer (Anti-Smuggling & Intelligence)
Department. – Division – Section:	Customs Department – Compliance & Enforcement – Anti Smuggling, Intelligence & Investigation
Reports to:	Manager (Anti-Smuggling, Intelligence & Investigation)
Supervises:	N/A
Overall Objectives:	To contribute to the maximization of revenue collection by ensuring compliance with and enforcement of Customs laws, policy, practices and procedures by all stakeholders of Customs business activities and to deter the smuggling of prohibited and restricted goods.
Main Responsibilities:	<ol style="list-style-type: none"> 1. Responsible for enforcing interventions to detect and curtail fraud, smuggling, etc. and gather intelligence. 2. Responsible for conducting Anti-Smuggling activities. 3. Responsible for filing and safekeeping of records.
Main Tasks:	<p>R1: Responsible for enforcing interventions to detect and curtail fraud, smuggling, etc. and gather intelligence.</p> <ol style="list-style-type: none"> 1. Gather of information from internal/external parties, through self-generated enforcement interventions, and from entire import/export process from before a consignment arrives to after it has been removed from port of entry. 2. Participate in the provision of visible flexible 24 hour, risk based policing of ports, airports, borders, etc. 3. Conduct rummaging of aircraft (commercial and private), vehicles, containers, baggage, mail, etc. and conduct search of places and people. 4. Provide regular feedback to supervisor. 5. Conduct ad hoc enquires, investigations, and conduct interviews and hand over findings to supervisor. <p>R2: Responsible for conducting Anti-Smuggling activities.</p> <ol style="list-style-type: none"> 1. Participate in the detention process and place people under detention.

	<ol style="list-style-type: none"> 2. Conduct crew, vehicle, and gate checks and patrols in ports and airports. 3. Participate in special initiatives, roadblocks, joint operations with LNP, BIN, NSA, and other law enforcement agencies. 4. Write and submit reports on interceptions, detentions, and seizures. <p>R3: Responsible for filing and safekeeping of records</p> <ol style="list-style-type: none"> 1. Make copies and file documents according to filing convention. 2. Take records of proceedings of meetings and discussions and prepare minutes. 3. Assist with the general upkeep of the office.
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Competencies:	Title of Competency	Proficiency Level		
		Required	Acquired	Variance
	Customs Legislations & procedures	2		
	Tax Legislations & procedures	1		
	ASYCUDA	3		
	LRA Core Function Knowledge	3		
	Customs Investigation	2		
	Monitoring an Intervention Techniques	2		
	Examination	2		
	Valuation	3		
	Rules of Origin	3		
	IT Fundamentals	3		
	Report Writing	3		

	Work Planning	3		
Qualifications:	Bachelor's degree in Customs, Tax, Business Administration, Law, Criminal Justice, or related field.			
Work Environment/ Conditions:	Office work, wearing of uniform, periodic field visits to CBOs, possibility of working beyond normal work hours, and may be called upon to perform other duties as required.			
Approval Date:	April 1, 2017			