

Job Title – Grade:	Supervisor (Customs Risk Management) – P4 (Internal Vacancy)
Department- Division-Section:	Customs Department – Compliance & Enforcement – Customs Risk Management
Reports to:	Manager-Customs Risk Management
Supervises:	Senior Officer; Officers; and other staff
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.
Main Responsibilities:	<ol style="list-style-type: none"> 1. Responsible to assist with the formulation and implementation of the Authority’s Customs Risk Management strategy and policies. 2. Responsible for supervising the operations of the Customs Risk Management Section. 3. Responsible for the professional and career development of staff supervised.
Main Tasks:	<p>R1: Responsible to assist with the formulation and implementation of the Authority’s Customs Risk Management strategy and policies.</p> <ol style="list-style-type: none"> 1. Assist in developing Risk Management strategies that support the realization of the annual Customs Risk Management operational plan. 2. Continuously conduct risk identification, assessment and proactive management within the Department of Customs. 3. Assist in developing key risk indicators to provide an early warning system of LRA’s significant enterprise risks. 4. Identifying risk gaps and developing resolutions to mitigate those risks. <p>R2: Responsible for supervising the operations of the Customs Risk Management section.</p> <ol style="list-style-type: none"> 1. Facilitate the ERMCD process and provision of risk management delivery. 2. Supervise and maintain risk governance arrangements, including governance documentation and risk tolerance and appetite approach within the section.

3. Researching and sharing of best risk management practices within LRA.
4. Regularly update the Customs risk registry; continuously conduct compliance and system review of the ASYCUDA selectivity control.
5. Coordinate the Custom Risk technical committee meeting and keep track of its activities.

R3: Responsible for the professional and career development of staff supervised.

1. Develop performance plans with set targets, provide regular feedback and conduct annual performance appraisals on staff supervised.
2. Develop and implement career development plan for staff supervised.
3. Ensure adherence to LRA Act, Human Resource policies and procedures, Professional Ethics and Code of Conduct and all other related documents.
4. Manage staff performance and conduct in the work place and serve as mentor and or coach.
5. Perform other duties as may be required.

Competencies:	Title of Competency	Proficiency Level		
		Required	Acquired	Variance
	Customs Legislations & procedures	3		
	Tax Legislations & procedures	1		
	LRA Core Function Knowledge	3		
	ASYCUDA	3		
	Valuation	3		
	Examination	3		
	Customs Risk Management	3		
	Rules of Origin	3		
	Tariff & Classification	3		
	Economic Regimes	3		

	Resource (Time & People) Management	3		
	Report Writing	3		
	Work Planning	3		
	Communication (Oral & Written)	3		
Qualifications:	Bachelor's degree in Customs, Tax, Business Administration, Economics, or related field.			
Work Environment/ Conditions:	Office work, Intellectual Effort; Periodic Travels; possibility of working beyond normal work hours, and may be called upon to perform other duties as required.			
Approval Date:	April 1, 2017			