

DEPARTMENT OF REVENUE
MINISTRY OF FINANCE

TERMS OF REFERENCE

MINISTRY : Finance
DEPARTMENT : Revenue
BUREAU : Customs and Excise
POSITION TITLE : **ASSISTANT COMMISSIONER FOR COMPLIANCE & ENFORCEMENT**
SUPERVISOR'S TITLE : COMMISSIONER OF CUSTOMS & EXCISE

JOB SPECIFICATIONS

Under the supervision of the Commissioner of Customs & Excise, the Assistant Commissioner for Compliance & Enforcement shall be responsible to perform the following job functions:

1. As the administrative head of the Compliance & Enforcement Division, the Assistant Commissioner shall coordinate and supervise the activities of the Risk Management, Anti-Smuggling and Intelligence Units.
2. Shall ensure that the established objectives of the division are effectively and efficiently achieved
3. Shall work with the directors of the units within the division in terms of planning and organizing the various job tasks and programs in line with the separate roles assigned to each unit.
4. Shall develop the administrative policy of the division and ensure that each unit within the division works towards the achievement of the established goals.
5. Shall be responsible for identifying the training & capacity building needs of the division and organize programs to satisfy same
6. Monitor and suggest remedies for loopholes in law and procedures in terms of general customs operations, especially with issues of compliance with customs regulations
7. Shall be responsible for providing periodic reports to management and all relevant areas on issues of customs compliance and enforcement
8. Monitor the trends of sub-regional, regional and international trade violations and ensure that the selectivity criteria in ASYCUDA are relevant and focused as per the existing realities of trade
9. Monitor the operations of all customs ports of entry nationwide and document all issues of non-customs compliance to management for action

10. Conduct verification with the Bureau of Customs of all documents pertaining to the importation and the payment of duties and taxes of all imported articles.
11. Receive all customs intelligence on the importation or suspected importation of contrabands and institute measures to prosecute the violators
12. Perform such functions and carry such activities as may be directed by the Commissioner of Customs/Assistant Commissioner, Compliance & Enforcement Division

QUALIFICATION

➤ EDUCATION

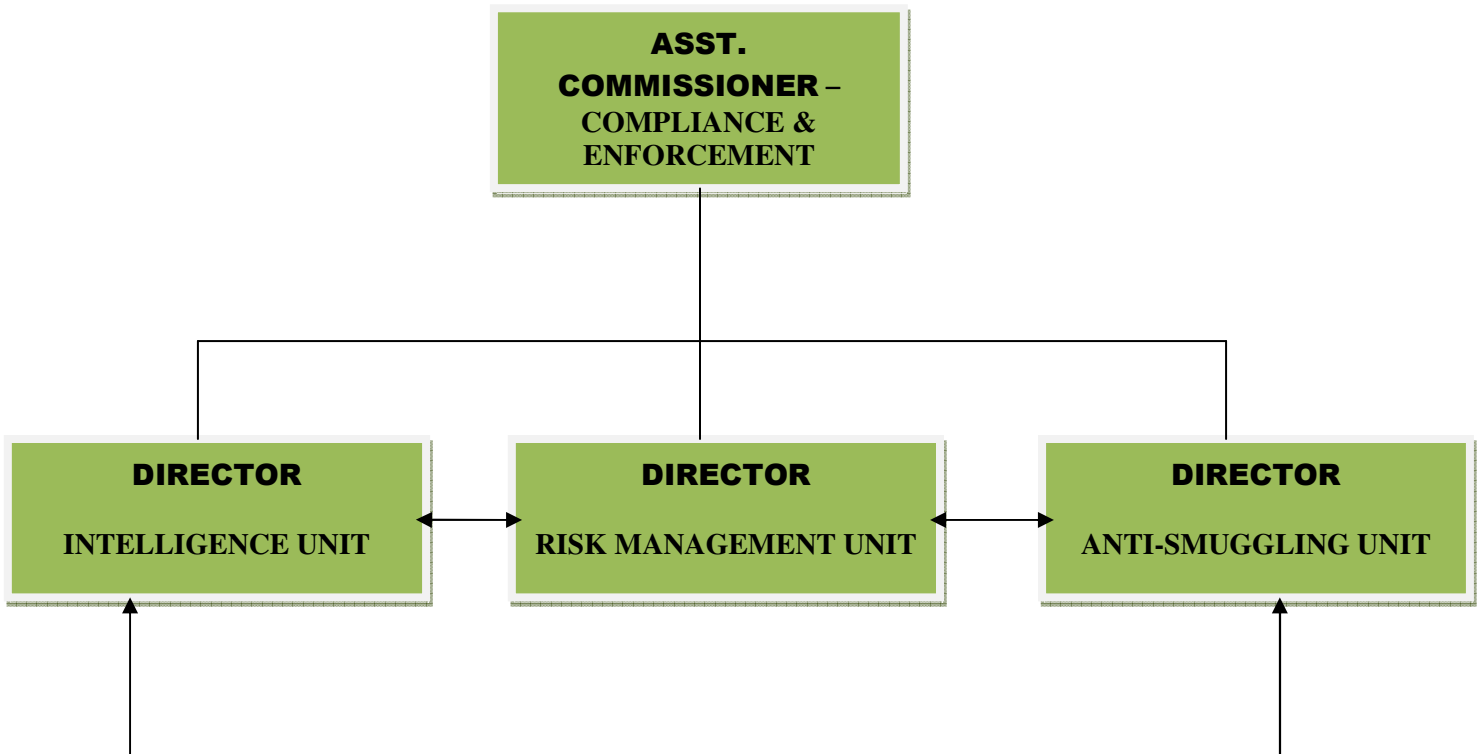
1. A minimum requirement of a Bachelor degree in Business Administration (Accounting, Economics, Management, Criminal Justice, etc) or related field coupled with extensive managerial skills
2. Strong knowledge of Microsoft Office Suite (Word, Access, Excel, Internet Surfing, etc)
3. Excellent report writing skills.

➤ ABILITIES

1. Ability to plan, organize and monitor work to ensure achievement of desired results
2. Able to manage large teams
3. Ability to discover new opportunities and solutions for problems by looking beyond current practices and by being creative
4. Ability to communicate and manage change, and to take action to reinforce new ways of thinking
5. Ability to make decisions in a timely manner
6. Ability to gain others' support for ideas, proposals and solutions, and get others to take actions to advance work objectives
7. Ability to handle, analyze and interpret data for decision making
8. Ability to communicate effectively both orally and in writing

STRUCTURE OF THE COMPLIANCE & ENFORCEMENT DIVISION

COORDINATION & CHAIN OF COMMAND



As depicted in this organizational structure, the three separate units within the Compliance and Enforcement Division are each headed by a director, all of whom report to the Assistant Commissioner for Compliance and Enforcement. Considering the activities of the units as those that are interdependent, full cooperation and coordination must exist in the performance of the various tasks assigned to each unit.

A consultant will be selected for the position in accordance with the procedures set out in the African Development Bank's Guidelines: *Rules and Procedures for the Use of Consultants Procurement and Fiduciary Services Department (ORPF) May 2008.* Interested individual consultants may obtain further information at the address below from Monday to Friday between 0830 hrs and 1630 hrs. The deadline for submission of applications is 4 May 2010 .Time 16:00 Hrs Sharp late applications will be rejected and sent back unopened

All applications must be addressed to the Procurement Officer

PFMU

3rd Floor

Broad Street

Ministry of Finance

Monrovia

Liberia

pfmuprocurement@mof.gov.lr

or Kennethgeyi@gmail.com