

DEPARTMENT OF REVENUE
MINISTRY OF FINANCE

TERMS OF REFERENCE

MINISTRY	:	Finance
DEPARTMENT	:	Revenue
BUREAU	:	Customs and Excise
POSITION TITLE	:	Assistant Director, Flexible Anti Smuggling Teams (FAST) Unit
SUPERVISOR'S TITLE	:	Director, Anti-Smuggling Unit

JOB SPECIFICATIONS

Under the supervision of the Director of the Anti-Smuggling Unit, the Assistant Director of Anti-Smuggling shall be responsible to perform the following job functions:

1. Conduct the affairs of the Anti-Smuggling Unit **Fast-Tracking Team** that is responsible for emergency issues concerning smuggling activities nationwide.
2. Effect, subject to applicable laws, searches, seizure and arrest, and file administrative and criminal cases conformably with the provisions of the Tariff and Customs Code of Liberia
3. Assist the Director in conducting intelligence and counter-intelligence operations, including the monitoring of situation, circumstances, and activities of individuals, groups and entities who are involved in or who are reasonably believed to be behind smuggling activities.
4. As the head of the Customs Anti-Smuggling **Fast-Tracking Team**, the Assistant Director shall conduct surveillance operations at all customs ports of entry and all other locations suspected to be used by smugglers.
5. Collection of intelligence about smuggling of contraband goods, narcotics, under-invoicing etc through secret and reliable sources.
6. Assist the Director in guiding important investigation/prosecution of custom-related fraud cases.
7. Direct and Coordinate all field operations at rural and urban ports, with all reports on smuggling activities and intelligence gathered submitted to the director for analysis and reporting
8. Perform such functions and carry such activities as may be directed by the Commissioner of Customs/Assistant Commissioner, Compliance & Enforcement Division

9. Maintain relationship with Interpol, Joint Security, Civil Society and other crime including corruption fighting institutions
10. Ensure that all staffs assigned on the emergency team maintain high ethical standards in all aspects of their duties.

QUALIFICATION

➤ **EDUCATION**

1. A minimum requirement of a Bachelor degree in criminal justice, business administration of related field, coupled with extensive managerial skills. A degree in Criminal Justice is an advantage.
2. Strong knowledge of Microsoft Office Suite (Word, Excel, Internet Surfing, etc)
3. Excellent field work ability
4. 3. Good report writing skills.

➤ **ABILITIES**

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