

DEPARTMENT OF REVENUE
MINISTRY OF FINANCE

TERMS OF REFERENCE

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

JOB SPECIFICATIONS

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

1. Prepare and implement appropriate and effective measures/strategies to gather intelligence for the prevention and suppression of all types of smuggling and other prohibited and unlawful importations and other revenue related activities
2. Assist in the preparation of the strategic plan for the Anti-smuggling Unit and the Risk Management & Enforcement Division
3. Assist in effecting, 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
4. Initiate intelligence and counterintelligence operations, including the monitoring of situations, events, circumstances, and activities of taxpayers, importers, other individuals, groups and entities who are involved in or who are reasonably believed to be behind smuggling activities.
5. Conduct verification as necessary with the Bureau of Customs of all documents pertaining to the importation and the payment of duties and taxes of all imported articles.
6. Gather of intelligence about tax evasion-smuggling of commodities, contraband goods, narcotics, under-invoicing etc through secret and reliable sources and other intelligence gathering strategies
7. Analyze and disseminate intelligence to the Director Anti-Smuggling and Customs and Revenue Authority as necessary for action.
8. Assist in the investigation/prosecution of custom-related fraud, tax evasion and general corruption cases.

9. Co-ordinate, intelligence work with other anti-smuggling operations in both urban and rural ports
10. Study and suggest remedies for loopholes in law and procedures to improve intelligence gathering and improvement in combating smuggling
11. Share and coordinate information with FAST Unit
12. Share information with Internal Affairs and Bureau of Internal Revenue as may necessary
13. Perform such functions and carry such activities as may be directed by the Director of Anti-Smuggling
14. Maintain intelligence statistics
15. Submit monthly report to the Revenue Department Revenue Watch on smuggling activities for publication
16. Submit monthly activity and daily flash report as necessary of intelligence actions initiated, intelligence received and other cases received thereof from external whistle blowers and the associated actions and status
17. Maintain relationship with Interpol, Joint Security, Civil Society and other crime including corruption fighting institutions
18. Maintain high ethical standards and ensure that all staff assigned maintain high ethical standards

QUALIFICATION

➤ **EDUCATION**

1. A minimum requirement of a Bachelor degree in Accounting or Economics or Business Administration or related field coupled with extensive managerial skills. A degree in Criminal Justice is an advantage. Market knowledge is also an advantage
2. Strong knowledge of Microsoft Office Suite (Word, Excel, Internet Surfing, etc)

➤ **ABILITIES**

1. Ability to write reports
2. Ability to plan, organize and monitor work to ensure achievement of desired results
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

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 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