

DEPUTY COMPTROLLER OF CUSTOMS & EXCISE

Job Summary

An incumbent in this office provides managerial support to the Comptroller of Customs and Excise. Work involves assisting the Comptroller of Customs and Excise in the planning, organizing and directing of all activities in one of the functional areas within the Customs and Excise Division. Work also involves contributing to the formulation of policies, reviewing legislation and making appropriate recommendations; and performing administrative responsibilities concerned mainly with the application of various laws as they apply to the work of the Division. Work is performed, with initiative and independent judgment, within the broad framework of established government policies, procedures and applicable Customs and Excise laws and regulations and is reviewed for efficacy and adherence to policy through reports and discussions with the Comptroller of Customs and Excise.

Duties and Responsibilities

Plans, directs and coordinates the activities of one of the functional areas within the Customs and Excise Division in collaboration with the Comptroller of Customs and Excise.

Develops, reviews and implements policies and procedures relating to a functional area within the Division.

Coordinates the preparation of the Division's strategic and operational plans, conducts periodic reviews and makes recommendations and modifications and/or changes in keeping with the vision/mission of the Division.

Monitors the performance of all sections charged with the enforcement of Customs and Excise policies, procedures and regulations and makes recommendations for improvements, where necessary.

Deputizes for the Head of Division during his absence and undertakes other duties or specific assignments allotted by the Head of Division.

Reviews legislation relevant to the operations of the Customs and Excise Division and makes recommendations for amendments.

Coordinates the preparation of divisional budgets, reviews monthly expenditure for the Customs Division in collaboration with relevant personnel and makes recommendations for expenditure.

Reviews annual budget proposals submitted for alignment with the Division's plans and makes recommendations for changes, as required.

Conducts interviews with government officials and members of the public with a view to resolving complex matters.

Reviews monthly, quarterly and annual activity reports and submits to the Comptroller of Customs and Excise for necessary action.

Submits relevant recommendations to the Head of the Division to ensure that the local Customs and Excise Laws and procedures keep pace with modern trends and developments to promote the unimpeded flow of international trade and facilitate passenger flows in and out of the country.

Keeps abreast of emerging technologies/developments for use in the Customs and Excise Division, in keeping with international standards.

Represents the Comptroller of Customs and Excise at conferences, meetings or seminars, locally, regionally and internationally and advises on Customs and Excise matters.

Performs related work as may be required.

Learned Disciplines, Skills and Specialized Techniques

Extensive knowledge of the Customs and Excise laws, procedures, methods and practices and of other laws and procedures having a bearing on the work of the Customs and Excise Division.

Extensive knowledge of the administrative organization of the Division and of the broad functions of each section and of the interrelationship of the sections.

Extensive knowledge of the tariff structure and of administrative rulings having a bearing on the work of the Division.

Considerable knowledge of diplomatic, trade and tariff conventions and agreements likely to affect the work of the Division, as well as current market prices.

Considerable knowledge of the principles and practices of Public Administration.

Considerable knowledge of the principles of Human Resource Management.

Considerable knowledge of the Civil Service Regulations, Financial Regulations and the Exchequer and Audit Ordinances.

Working knowledge of relevant computer application systems.

Ability to plan and direct the work of office and field personnel engaged in Customs and Excise activities.

Ability to review difficult cases and interpret same in accordance with prevailing Customs and Excise laws, policies procedures.

Ability to conduct interviews with tact and diplomacy.

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Ability to review existing legislation and make recommendations for the amendment to Customs and Excise laws, policies and procedures.

Ability to exercise judgement and discretion with tact in the carrying out of the duties as required by the Customs and Excise laws while ensuring that the revenue is safeguarded at all times.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to establish and maintain effective working relationships with associates, colleagues and external clients.

Minimum Experience and Training

Extensive (over 8 years) experience in all areas of Customs and Excise work and experience in an administrative capacity such as may have been gained in the next lower class and training as evidenced by the possession of a recognized degree in Management, Finance, Law or one of the Social Sciences, or in a related field, supplemented by evidence of having successfully completed the Customs and Excise Officers' full training course as conducted by the Training School of the Division; or any equivalent combination of experience and training.

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