Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: Customs Officer

MINISTRY: Ministry of Immigration and Border Service

DEPARTMENT: Border Force

LOCATION: Providenciales

JOB SUMMARY:

Responsible for general Customs duties, which includes and is not limited to; maintaining Customs Intelligence Database, assisting at the Transit Sheds, Airport, FBO and Bonded Warehouses; carrying out Post Audit Verifications; as well as monitoring Bond Accounts.

KEY DUTIES AND RESPONSIBILITIES:

The Customs Officer is responsible for delivering the objectives/targets/outputs required by the Operational Unit Plan as directed by the Senior Officer and/or other managers. The Customs Officers may be required to take responsibility for maintaining and controlling certain resources. At times this could include managing and giving direction to Assistant Customs Officers in operational situations. Specific tasks include:

1. Enforcing the provisions of the Customs Ordinance and other associated legislation along with other Departmental guidance and instructions.
2. Undertaking the inward and outward clearance of travelers, aircraft and vessels.
3. Examination of passengers, crew and their baggage.
4. Inspection air and sea freight including unaccompanied baggage.
5. Processing Customs entries to ensure the correct application of duties and taxes.
6. Conduct search and rummage of vessels, aircraft and containers.
7. Interdicting and seizing prohibited goods.
8. Inspect Duty Free Shops and Private Bonded Warehouses.
9. Assist with filing and any other office duties.
10. Verifying and classifying merchandise.
11. Adherence to the Customs Ordinance.
12. Adherence to all Public Service codes, rules and regulations.
13. Perform other related tasks as assigned.

QUALIFICATIONS AND EXPERIENCE:

Qualifications:

High School Diploma with at least three (3) Caribbean Examination Council (CXC) passes two (2) of which be Mathematics and English.

Experience:
This job requires at least two (2) years on the job experience to acquire the necessary competencies to effectively respond to the challenges of the job.

SALARY: Grade 5 $38,691.00 per annum

APPLICATION PROCEDURE:

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

Current serving officers must apply through their Head of Department.

Applications without supporting documents will not be processed

"BELONGERS NEED ONLY APPLY"

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.