



**TRINIDAD & TOBAGO NATIONAL PETROLEUM MARKETING
COMPANY LIMITED**

JOB DESCRIPTION

Job Identification

Job Title: **Customs Supervisor**

Date Prepared:

Title of Immediate Supervisor: **Supply Chain Manager**

Division: **Finance, ICT & Supply Chain**

Department: **Supply Chain**

Location: **NP House, Sea Lots**

General Accountability

Reporting to the Supply Chain Manager, the Customs Supervisor is generally accountable for supervising and continuously reviewing the activities of the Department, ensuring that all the Company's imports, exports and other related programmes are planned and implemented in order to achieve maximum economy and efficiency, and that all Customs and Excise, relevant laws and regulations and Company regulations are obeyed.

Nature and Scope

Essentially, the position Customs Supervisor requires the combination of theoretical and practical knowledge gained through successively increasing levels of prior experience and through certified academic at the post-secondary or paraprofessional level of educational delivery. Additionally, the position is challenged by work-related issues that require action within diversified yet explicit and well established procedures. Unusual situations at variance with procedures and instructions are referred upwards for assistance or further definition. The position is expected to effectively and efficiently coordinate the activities of the Customs Section, as well as guide, develop and supervise subordinate staff.

Dimensions

The Customs Supervisor has delegated financial authority of approving expenditure up to One Thousand Dollars (\$1,000). The position interfaces internally with all Departments at all levels, and externally with Port management, Shipping Agencies, TTMA, Trade Associations, Customs Bond Warehouse, Ministry of Finance, Ministry of Trade and Industry, Ministry of Energy and Energy Industries, CARICOM Secretariat and international trade governing bodies. The Customs Supervisor supervises one (1) Customs Clerk License Grade III.

Customs Supervisor

NP 2022-560

Rev#00

Last Revised: 4 May 2022
Revision Date: 27 April 2022

Specific Accountabilities

- 1) Supervises and co-ordinates the activities of the staff under his control to achieve the smooth and efficient working of the Department, giving advice when necessary.
- 2) Receives all incoming correspondence and ensures that all Customs and Excise and International trade documents are accurately prepared and processed through Customs and Excise and other Government Department / Agencies in a timely manner.
- 3) Liaises with other Sections with respect to all matters associated with the continuity of supplies, the clearance of cargo and the method of storage at the Company's warehouse, and advises them immediately of any delays.
- 4) Ensures that all movement of cargo is carried out in accordance with Customs and Excise regulations.
- 5) Liaises with International Shipping Agents to make enquiries concerning the status of import and export cargo.
- 6) Makes alternative arrangements, as required, to facilitate the expeditious clearance of materials or supplies in the absence of relevant documents.
- 7) Initiates all claims for short-shipped and damaged cargo and equipment. Endorses all Customs valuation forms (Form C75 revised) on imports exceeding \$1,000.00 liable to Ad Valorem Duty.
- 8) Reviews the activities of the Department continuously and ensures at all times that shipping and other programmes are planned and implemented to achieve maximum economy and efficiency.
- 9) Checks and approves payments for transport, customs duties, insurance certificates and other charges.
- 10) Ensures that all applications for licenses/permits are lodged with the respective Government Departments for approval.
- 11) Ensures that all deadlines for submission of shipping International Trade documents for marine sales and bunker shipments to regional and extra-regional countries are met.
- 12) Liaises with the Customs and Excise Division and other Governmental Departments or agencies to ensure that the Company is in compliance with relevant laws and regulations.
- 13) Coordinates the procurement of freight services for the import and export of goods.
- 14) Prepares Performance Appraisal Reports for subordinates, identifying training needs and making suitable recommendations where necessary, within one month of the end of the review period or on request for special circumstances.

- 15) Prepares operating and capital expenditure budgets and monitors actual expenses against approved budgets, investigating and explaining variances where applicable.
- 16) Performs all duties in conformance to appropriate safety and security standards.
- 17) Performs any other duties as required by the job function.

Person Specifications

Minimum Acceptable Academic/Technical/Professional Qualifications

- A minimum of five (5) GCE or CXC O' Level subjects including English Language and Mathematics.
- Two (2) GCE A'Level passes or CAPE Units I and II.
- Grade III Customs Clerk License.

Minimum Number of Years of Relevant Experience

- A minimum of five years (5) years practical experience in the preparation of Customs and shipping documents.
- Two (2) years supervisory experience.

Or any other equivalent combination of qualifications and experience

Specific Skills/Experience and/or Knowledge

- Considerable knowledge of Customs and Excise regulations.
- Setting up of the various Bonds.
- Calculative ability.
- Good oral, written and interpersonal communication skills.
- Supervisory skills.
- Proficiency in Microsoft Office Suite applications.
- Ability to perform with initiative and use independent judgment.
- Valid Driver's Permit.

This document is intended to reflect those factors considered necessary to describe the principal functions of your job and should not be construed as a detailed description of all work requirements that may be inherent in the job. As such, this Job Description is subject to amendments as the needs and requirements of the job change.

Employee Name:
(Block Letters)

Employee Signature:

Date

General Manager – Finance, ICT
& Supply Chain:
(Block Letters)

General Manager – Finance, ICT
& Supply Chain:
Signature:

Date

General Manager Human
Resource & HSSE: (Block Letters)

General Manager Human
Resource & HSSE Signature:

Date

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