

## Misk Schools Job Description – SABER & Customs Officer

Job Title	Department	Salary Grade
SABER & Customs Officer	Finance	TBA

1	Reports to
	Procurement Lead

2	Core Purpose
	Preparation of Customs documentation to ensure that any shipments either imported or exported meet all applicable laws so that entry or export can occur smoothly and legally. The role will require the SABER & Customs Officer to apply his/her thorough understanding of the law, legal codes, procedures, precedents, government regulations, political processes and agency rules.

3	Responsibilities
	<ol style="list-style-type: none"> <li>1. Liaising with SABER, Ministry of Culture, Customs Process, and Ministry of Education etc</li> <li>2. Entering details onto specialised customs software including SABER</li> <li>3. Allocating the correct licence depending on type of goods being imported</li> <li>4. The SABER &amp; Customs Clearance Officer can be involved in attending meetings with Customs Officials in the application of duty refunds and tariff reclassification as appropriate, and will assist with any appeals that are forthcoming</li> <li>5. Liaising with officials in various agencies to ensure goods are cleared through customs or quarantine</li> <li>6. Arranging for transportation, warehousing or product distribution of imported or exported goods and liaising with Freight Forwarders</li> <li>7. Familiarity with import and export laws and regulations and expected to maintain understanding and keep up to date with changes as they occur to be able to advise on import and export restrictions, tariff systems, insurance requirements and all other customs related matters</li> <li>8. Maintaining effective and secure filing systems as per internal controls</li> <li>9. Conducting all activities within the service standards established by The Director of Finance</li> <li>10. Conducting the daily activity of the Department with reference to Misk Schools policy</li> <li>11. Embedding Misk Schools culture and ethics in all the activities of the Department</li> <li>12. Collaborating with Procurement Lead to establish and achieve personal performance objectives. Including supporting any function within procurement or finance.</li> <li>13. Work as a team member with colleagues across the organization</li> <li>14. Maintain the stakeholder as the focus of all activities</li> <li>15. Work flexibly according to the needs of the organization</li> <li>16. Innovate systems and processes to enhance efficiency and effectiveness</li> <li>17. Undertake additional duties as and when required by The Director of Finance/ Procurement Lead</li> </ol>

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### Qualifications

- Bachelor's degree in Business, Logistics, Public Relations or a similar field
- Fluent speaker and writer of Arabic/ English

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### Experience

- Minimum of four years' experience in a similar field

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### Commitment and Abilities

- Ability to communicate clearly in written and spoken English and Arabic with colleagues and external agencies
- Ability to work sensitively with people from other cultures
- Evidence of good organisational skills, including record keeping
- Ability to develop and maintain critical relationships internally and externally
- Enthusiasm for working in an environment of positive change and development
- Ability to organise own workload and work to agreed deadlines
- Commitment to professional development
- Proficiency in the use of IT for administration purposes and specialised accounting software