



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPNG/20250123/2917
Advert Reference Number:	DTP001/01.25
Job Title:	CCA (Customs Controlled Area) Compliance Officer
Job Level:	Paterson C2
Vacancy Type:	External
Salary:	R353,000 to R494,200
Department:	DUBE TRADEPORT
Component:	HEAD OFFICE
Employment Type:	Permanent
Center:	Durban
Number Of Posts:	1

Duties/Responsibilities:

CCA (Customs Controlled Area) Compliance Officer

Job Purpose Statement

The purpose of this position is to support the successful implementation of the Customs Controlled Areas, focusing on the compliance matters in line with all Customs Controlled Area legislative frameworks

Monitor CCA Access

Monitor access to the Customs Controlled Area, by:

Receiving custom documentation from investors and/or suppliers and/or clearing agents.

Monitoring that people entering and exiting the CCA sign relevant register in accordance with customs control policy / procedures.

Verify goods and service by physical inspection and/or scanning of goods.

Confirm supporting documentation by verifying actual goods and services entering or exiting the CCA area in comparison to cleared documentation.

Investigate discrepancies to determine cause of discrepancy.

Notify CCA Manager and the relevant law enforcement of any discrepancies.

Record and Report CCA Activities

Record and report customs control activities, by:

Record verified goods and services cleared by the Customs Control Area (daily registers).

Prepare regular statistics of goods and services to management, SARS, investors and any other relevant stakeholders.

Prepare and submit regular statutory CCA reports/returns.

Liaise with local SARS office to build relationships and partnerships to support and expedite the CCA function.

Assist and co-operate with SARS during site inspections and audits.

Keep records of people entering and exiting the CCA.

Keeping of file documentation for mandatory periods whilst ensuring easy retrieval thereof

Administration

Provide first level contact for written, telephonic and counter CCAE enquiries

Provide and convey resolutions to customer/investors issues

Escalate unresolved queries to the next level of support in an effective and efficient manner.

Ensure accurate and consistent solutions to the problems in the first client contact.

Follow up with customers, provide feedback and resolve problems through to resolution.

Write and submit quarterly and monthly reports.

Assist and Communicate with CCA-Enterprises and service providers to obtain all relevant documentation for the entry or exit of goods.

Submit documents to SARS and maintain the daily register.

Compile minutes for meetings with CCA stakeholders and maintain internal dashboard as an actions tracker

Safe-guarding of DTPC assets

Protecting DTPC assets, infrastructure and systems at the CCA office

Qualifications and Experience:

Diploma in Accounting or Taxation or similar qualification

Degree in Accounting or Taxation or similar qualification, will be advantageous.

2 - 3 years relevant work experience.

Code EB Driver's License

Computer Literacy (Ms office: Word, PowerPoint, Excel)

Essential Knowledge, Skills and Competencies Required:

Knowledge and experience in financial planning
Knowledge and understanding of Public Financial Management Act
Knowledge of corporate governance principals
Knowledge of risk management concepts, frameworks and methodology
Knowledge of Fraud prevention strategies
Knowledge of relevant legislation, e.g. SEZ Act, Income Tax Act, Customs legislations, Labour ,Visa legislations and other relevant legislations

Additional Information

Analysis and problem solving, Information seeking, Organisational awareness, Reliability, Written communication, Oral communication, Teamwork, Decisiveness, Initiative, Customer focus

Employment Equity

Preference will be given to Black candidates and/or candidates with disabilities, as per DTTC's Employment Equity Plan

Verification Checks

The following verification checks will be conducted:

Criminal.

Credit (position of trust), if relevant to position.

Qualifications.

Reference Checks.

South African citizen.

Valid driver's license; and

Positive verification of current remuneration package

How to apply

To apply please log onto the e-Government Portal: <https://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <https://www.eservices.gov.za/>, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: KZNHelpDeskRecruit@KZNpremier.gov.za

Closing Date : 31 Jan 2025

Disclaimer

DISCLAIMER FOR KZN E-RECRUITMENT SYSTEM

- a)The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.
- b)If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- c)Applications received after the closing date will not be considered.
- d)Please clearly indicate the name of the post and reference number of the position for which you are applying.
- e)Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.
- f)Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.
- g)It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.
- h)Only candidates who meet the requirements may apply.
- i)Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.
- j)Applications from Recruitment Agencies will not be considered.
- k)Applications sent to incorrect email address will not be considered.
- l)The respective Provincial Departments and Public Entities reserve the right not to make an appointment.
- m)The appointed candidate shall be required to sign a performance agreement.
- n)Reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment in their application/CV to facilitate this.
- o)The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

By utilising the KZN Provincial e-Recruitment system, you hereby specifically acknowledge that you have read and accepted the following disclaimer:

I understand and agree that where information is provided, whether personal or otherwise, it may be used and processed by the owner of this e-Recruitment system, and such use may include placing such information in the public domain.

All reasonable measures to protect the personal information of users will be taken, provided that for the purpose of this disclaimer (personal information) will be as defined in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) and the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

The information and reports contained herein may not necessarily be accurate or final and must be viewed in the context of when such information or report is dated.

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By using the KZN Provincial e-Recruitment system, I specifically consent and submit to the jurisdiction of the South African Courts in regard to all proceedings, actions, applications, or the like, instituted by either party against the other where necessary.

If you do not agree to be bound by these terms, please do not make applications for posts through the KZN Provincial e-Recruitment system.