

Customs Officer 2

CYN ADVERT

Vacancy Campaign Number: HR/26/140

Terms & Conditions of Employment

1. Contract Type: Permanent Shift Worker
2. Grade: New Recruits: Customs Officer 2

The below grades are for current employees:

1. NEW TACOS: Customs Officer 2
2. OLD TACOS BFC: BFC Band 7
3. 3. OLD TACOS SBAA: SBAA 4

[Old TACOS CIN – Find your Scale \(weblink accessible only through MODNET\)](#)

* Old TACOS Employees Under a Pension Scheme will be moved on SBAA old TACOS.

4. Salary: €20,985.00 per annum, plus Cost-of-Living Allowance (COLA)
5. Hours per week: Full Time, 37 hours per week
BFC OLD: 36.25
SBAA OLD: 37.50
6. Location: SBA Customs Dhekelia
7. [General Terms Conditions Employment New Recruits \(Weblink\)](#)
8. Closing Date: 30/09/2026, Midnight, Local Cyprus Time

Important Note: This campaign intends to create a reserve list of candidates that will be used for future openings. The organization is anticipating the recruitment of multiple positions for the next couple of years.

Eligibility - Are you eligible to apply?

To be eligible to apply for this role, you must be a Cypriot National.

This advert is running concurrently both internally and externally. Priority will be given to internal candidates.

Applications from individuals that have either reached or passed the BFC / SBAA Normal Retirement age of 65 will not be accepted.

For information on the process or the application please contact the Resource Administrator: Mrs Stasoula Stylianou Dafnou

on 00357 25 96 3527

Operating hours:

Monday to Thursday: 08:00 – 14:00

Friday: 08:00 – 12:00

CUSTOMS OFFICER II

VACANCY NUMBER: HR/26/140

Essential & Desirable Criteria for the Role

Important Note: Details on the role can be found on the Job Description which is at the end of this document. These criteria are part of the assessment criteria and will influence the decision on whether your application will proceed to the next stage.

- Essential**
1. SBA Customs & Immigration Core Skills Training – Will be provided in post.
 2. Personal Safety Training – Will be provided in post.
 3. You must undergo and pass a security & police check. If you are found successful, you will be requested to provide a [Clean Criminal Record](#) and a [Sex Offenders Certificate](#) issued by the Republic of Cyprus.
 4. A good knowledge of office-based IT is needed, including Microsoft Office packages (Word, Excel, Outlook) and electronic filing practices.
 5. The ability to communicate in English both verbally and in writing is an essential part of this role.
 6. The ability to communicate in Greek or Turkish is also an essential criterion of this role. The recruitment of Greek speaking or Turkish speaking candidates will be done on a 50:50 ratio to cover the business requirements.
 7. If you are found successful on this campaign, we will be requesting references, therefore, ensure to have completed this information on your application form.
 8. Be prepared to self-drive an MT vehicle (and prepared to maintain or obtain FMT600 – manual driving license required) to support operational activity across WSBA and ESBA or occasionally in the Republic of Cyprus

Official Language

The official language of the Sovereign Base Areas is English and consequently English is the official language of British Forces Cyprus. All documents are to be completed in this language. All employees of the Sovereign Base Areas Administration and British Forces Cyprus are expected to have a basic command of the English language as a pre-requisite for employment.

How to apply

- a. To apply for this role you must complete the [application form for external candidates](#) (weblink) or [application for internal employees](#) (weblink) and include evidence on how you meet the below Competences. The completion of the competences is mandatory. If you do not demonstrate evidence of the below competences, your application will be sifted out. Additionally, please note that we can only accept applications as attachments to email on its original Word Document format. No hard copy applications will be accepted. Any forms that are submitted in any other format e.g., links to One Drive, bitmap, jpeg, pdf will not be considered.

You may find [Competences Examples here \(Weblink\)](#)

1. Working Together
 2. Communicating and influencing.
 3. Analysing and Using Evidence
 4. Improvement and Change
- b. This role is assessed through the use of the [SBAA BFC Core Competence](#) (Weblink), therefore, you are kindly invited to read the document to assist you with writing your competences.
- c. For further information about the role and process involved please contact the Line Manager katerina.christofi240@mod.gov.uk
- d. For further recruitment information and guidance please choose the appropriate guidance: [Cypriot Nationals Q&A Application Process](#)
- e. Once completed **electronically** please send your application by email to:
BFC-SBAA-Recruitment-GpMailbox@mod.gov.uk.

Important Note: Ensure that your application has been correctly completed and all relevant information has been provided. Failure to do so may result in your application being excluded.

The recruitment process.

The recruitment process is a fair and open competition and candidates are judged on their own merit.

Please read the information on [The Recruitment Process Stages Guide for Applicants \(Weblink\)](#) to help you understand the process. The document will explain the recruitment process stages and enhance your understanding on it.

CUSTOMS OFFICER II

VACANCY NUMBER: HR/26/140

Additionally, as we want you to show the best version of yourself, we invite you to read the guides available which should help you understand what you need to do to stand out. If you feel you need further support, please contact the Resource Admin responsible for this campaign, you can find the contact details on the front page of this advert.

Job Description

POST TITLE	Customs Officer II		
Area/Section	SBA Customs Dhk	Position No	
Grade	Customs Officer 2	Grade Priority	1
Full Time/Part Time	Full Time	No of Established Hours	37
Required Security Clearance	OS	Position CYN/UKFM	CYN
Current Incumbent Name		Employed by BFC or SBAA	SBAA
<u>Brief Description of Role</u> The Sovereign Base Areas (SBA) Customs & Immigration is an operational law enforcement department of the SBA Administration. This role is an operational Customs & Immigration law enforcement Officer position, covering both the SBA Crossing Points and within the Intelligence and Task Force team. The role is interchangeable between the two internal work areas dependent on the business needs at the time. 1. To work as part of a team implementing Customs and Immigration controls including flexible deployment on static and mobile patrols. 2. Contributing and supporting investigations and operations where necessary. 3. Detection and reporting of offences in accordance with SBA Legislation and guidance, including Immigration, Customs and Fisheries offences. 4. Covering wider boundary operations, inland detection, leading on investigation and prosecution of offences. To be involved in all aspects of SBA Customs & Immigration activities after a period of training, including deployments to support C&I activity in the Western Sovereign Base Areas. The job is physically demanding, involves long shifts, flexible working patterns which include both day/night shifts, weekend and public holidays and requires the use of personal safety equipment including handcuffs and baton.			
<u>Responsible to</u> Customs Officer Team Leader (LAO) CO1, SBA Customs and Immigration.			
<u>Priorities (list in order)</u> • To carry out Customs & Immigration controls across the Eastern Sovereign Base Areas Boundary and SBA coastline, in accordance with current SBA legislation/guidelines.			

CUSTOMS OFFICER II

VACANCY NUMBER: HR/26/140

- To provide security to both the SBA and the Republic of Cyprus, by being an integral part of the mechanism on Island, gathering, processing and dissemination of intelligence, including targeted interception activity. - Detection of offences, investigation of people and organisations, relating to SBA Customs assigned matters, strategies and policies. - Detect and seize illicit goods and arrest persons involved in the smuggling of goods and human trafficking. - To liaise, engage, provide assistance and support to, UKBC officers, SBAA, military and outside agencies, contributing to business needs.			
Crossing Point (Tasks/Duties)	% of time spent during the working week on each task	Intel/Task Force (Tasks/Duties)	% of time spent during the working week on each task
- Carry out all SBA Customs & Immigration operational functions at the SBA crossing points by checking vehicles for illicit goods and immigration checks on persons entering. - Conduct wider boundary patrols and marine activity to detect, disrupt and deter illegal activity along the SBA boundaries. - Gathering intelligence through working observations and providing written intelligence reports.	70	Conduct surveillance of the wider SBA boundary detecting, disrupting and deterring illegal activity. Undertaking intelligence led interceptions along the boundary, inland and marine activity.	60
	10	Carryout post arrest actions including interview, investigation and preparing dockets for submission to Crown Counsel.	15
	10	Gather intelligence, enhance and develop operational orders for deployment.	15
- Continual development training, secondary duties and management taskings to enhance departmental capabilities – 5% - Writing notebooks, witness statements, interviewing suspects and completing all necessary clerical work as directed by managers – 5%			
<u>All employees are.</u> - To undertake ad-hoc duties, as required, that may be reasonably expected by the line manager but are commensurate with the grade, and within the unit objectives. - To carry out responsibilities with regard to BFC Equal Opportunities and Health & Safety Policies.			
<u>Competences required.</u> Essential: - Working together - Communicating and Influencing - Analysing and Using Evidence - Improvement and Change			

CUSTOMS OFFICER II

VACANCY NUMBER: HR/26/140

Training/qualifications required for the post.

Personal Safety Training – Will be provided in post.

SBA Customs & Immigration Core Skills Training – Will be provided in post.

Equal Opportunities Responsibilities

The responsibility for implementing the Department's Equality & Diversity policies is shared by all staff. The Post Holder has a shared responsibility to ensure that the working environment is free from harassment, and that the dignity of others is respected. The Post Holder is required to take care that his/her own conduct does not cause offence and she/he should discourage colleagues from harassing others. Post Holder will be required to undertake a mandated Equality & Diversity training.

Health & Safety Responsibilities

The Post Holder is to take due account of customer care considerations and is responsible for ensuring that their own actions and their environment is free from items/actions that may be considered hazardous to others.

Originator: Line Manager		Employee:	
Signed:		Signed:	
Date:		Date:	