

Customs Declarations Officer

Deadline:

31-08-2026

Purpose of the Job

To ensure accurate and timely preparation and submission of customs declarations in compliance with Kenya Revenue Authority (KRA) regulations and the East African Community (EAC) Customs Management Act, facilitating efficient cargo clearance and minimizing delays or penalties.

Contact person:

Velvine Onyango

Office:

Nairobi, Kenya

Duties and Responsibilities

The duties and responsibilities are as follows:

Customs Declaration & Processing

- Prepare and lodge import and export entries through iCMS.
- Review import documentation for accuracy and completeness before processing IDFs and customs entries.
- Generate and process required KEBS, Port Health, Plant Import Permit and Radiation Board consignment documents.
- Confirm the applicable HS codes for IDF applications and customs entries.
- Declare customs entries for imports, warehousing and transit.
- Verify payable taxes before and after customs entries are registered.
- Handle and resolve customs declaration queries with KRA, CFSs and other relevant stakeholders.
- Ensure accurate tariff classification (HS codes), valuation and duty computation.
- Process IDFs, exemptions and permits through the KenTrade system
- Follow up on customs entries to ensure timely processing, payment of duties and receipt of required approvals, thereby minimizing delays at ports and airports.
- Assist in monitoring customs bonds, including transit and warehousing bonds, ensuring proper application, reconciliation and timely cancellation or closure in compliance with Kenya Revenue Authority (KRA) requirements.

Location:

Nairobi

Coordination & Stakeholder Management

- Liaise with clearing agents, shipping lines, port/airport authorities, and clients
- Coordinate with internal ground operations teams to ensure timely clearance
- Follow up on approvals and resolve clearance bottlenecks, fines, or other customs-related concerns.

Regulatory Compliance

- Ensure compliance with all customs regulations, including tax codes, import/export controls, duty exemptions, and trade agreements.
- Keep abreast of any changes in customs regulations, policies, or trade agreements that could impact the company's operations.
- Coordinate with relevant government agencies (e.g., Kenya Revenue Authority, Kenya Bureau of Standards) for smooth clearance of goods.
- Verify supporting documentation (invoices, packing lists, certificates of origin, etc.)

Risk Management & Accuracy

- Identify and mitigate risks related to misdeclaration, under-valuation, or non-compliance
- Ensure accuracy to avoid penalties, fines, or shipment delays
- Maintain proper records for audit and compliance purposes

Reporting and Documentation

- Maintain up-to-date records of all declarations and transactions
- Prepare reports on clearance status, delays, and compliance issues
- Track KPIs such as clearance timelines and error rates

Perform any other duties as may be assigned from time to time

Qualification & Experience

- Minimum of a Diploma in Clearing & Forwarding, Shipping, Tax Administration or any logistics-relate field from a recognized institution.
- Minimum of 5 years' relevant experience, with at least 5 years in a declaration role.
- Good understanding of clearing and forwarding procedures
- Good knowledge of government procedures relating to imports and exports, and customs laws pertaining to Kenya and East Africa.
- Thorough knowledge of customs legislation, tariffs, import/export documentation, customs clearance, bond management and customs declaration.
- High attention to detail and accuracy
- Analytical skills (valuation and tariff classification)
- Good communication and coordination skills
- Ability to work under pressure and meet deadlines