

Recruitment of IOTA Expert Procedure (IOTA Secretariat Employee)

INTRODUCTION

Based on the acknowledgement of the Executive Council (ref.: EC107, 17-18 May 2017) as of 1 June 2017, the Intra-European Organisation of Tax Administrations (IOTA) launches a recruitment procedure for the position of an Expert under the terms detailed hereinafter.

1. PREPARATION OF THE RECRUITMENT DOCUMENTS

In order to provide the IOTA Secretariat with experts of desired qualifications, the Secretariat has aimed to establish clear criteria and recruitment/selection procedure. The below mentioned criteria are applicable to Experts paid by IOTA.

This document is designed as a guide to the recruitment process of the IOTA Expert (IOTA Secretariat Employee), and contains the following topics;

- 1. Preparation of the Recruitment documents**
- 2. Announcement of the Vacancy**
- 3. Reception and Registration of Documents**
- 4. Selection of Applicants**
- 5. Announcement of the Results**

1.1. The 'announcement package' has been prepared in order to start the recruitment procedure. The following documents have been prepared by the Secretariat before the announcement of the position;

Letter of Announcement (Job Announcement)

1.2. The letter of announcement (also an electronic version) includes information about the terms of application, type of position, remuneration and other benefits, as well as detailed duties and responsibilities, and the desired qualifications.

Standard Form of Application and CV

1.3. The standard form of application and a CV have been prepared in order to facilitate the assessment of relevant information obtained.

2. ANNOUNCEMENT OF THE VACANCY

2.1. For the announcement of the recruitment, the following means of communication are used:

- **E-mailing to all the Heads of the IOTA member tax administrations and Principal Contact Persons (from job@iota.hu);**
- **Uploading information on the IOTA website (<https://www.iota-tax.org/job-announcement/iota-expert-employee-iota-secretariat>)**

3. RECEPTION AND REGISTRATION OF DOCUMENTS

3.1 Applicants for the position submit the following documents before the deadline indicated in the announcement of the vacancy:

- **Correctly completed application form and a CV**
- **References**

3.2. Applications received after the deadline or not correctly completed will be excluded from the recruitment procedure.

3.3. All applications should be sent to IOTA only by e-mail.

4. SELECTION OF APPLICANTS

4.1. In line with Article 5.1 of the IOTA Internal Rules, the recruitment of Experts financed by IOTA budget is carried out by the Executive Secretary on the basis of applications submitted either by the IOTA members or individuals. The Expert is appointed by the Executive Council on the basis of candidate(s) preselected by the Executive Secretary in consultation with the President of IOTA.

4.2. All shortlisted candidates shall be interviewed by the Executive Council, which will constitute an interview board.

4.3. All the applicants for the position of the paid IOTA Expert will be required to include their remuneration expectations in the application form.

4.4. During interviews, the applicants will be asked to confirm their financial expectations if selected for the post.

4.5. The Organisation will bear the costs of a return economy air, train or bus ticket and accommodation (1 night) of all the interviewed shortlisted applicants.

5. ANNOUNCEMENT OF THE RESULTS

5.1. All the IOTA members will be informed about the final result of the selection in a brief note by e-mail, and relevant information will be placed on the IOTA website.

6. CRITICAL DATES

1 June 2017	Opening date for submissions of applications;
31 July 2017	Closing date for submissions of applications;
25 August 2017	Selection of the shortlisted candidates;
14 September 2017	Interviews with the shortlisted candidates and final selection (109th EC Meeting in Budapest, Hungary);
18 September 2017	Announcement of the recruitment results;
9 October 2017	Signing the contract with the selected candidate
1 November 2017	Taking up the post at the IOTA Secretariat in Budapest