

**IOTA**Intra-European Organisation
of Tax Administrations

VACANCY NOTE
INTERNATIONAL POSITION AT THE INTRA-EUROPEAN
ORGANISATION OF TAX ADMINISTRATIONS
(IOTA SECRETARIAT EMPLOYEE)

Title:	IOTA Expert – employee for the IOTA Secretariat
Organisation:	Intra-European Organisation of Tax Administrations (IOTA)
Organisation info:	www.iota-tax.org
Industry:	International Organisation
Date posted:	1 June 2017
Location:	Budapest, Hungary (incl. short-term assignments abroad)
Full time / Part time:	Full time
Submission deadline:	31 July 2017
Start:	1 November 2017
Duration:	24 months

Intra-European Organisation of Tax Administrations (IOTA)

The Intra-European Organisation of Tax Administrations (IOTA) is a non-profit Organisation that provides a forum to assist members in the European region to improve tax administrations. The Secretariat of the Organisation is located in Budapest, the Republic of Hungary. To date, the Organisation has got 44 member tax administrations, offering technical events and publications on the variety of topics related to the tax administration operations.

We are looking for an outstanding individual with strong commitment to customer service, and the potential to bring a significant contribution to the expansion of the operations of the Organisation.

The successful applicant will be employed by IOTA in order to support the Secretariat in the process of providing assistance to the membership on a range of tax administration issues, and ensuring the effective delivery of the annual technical activities programme of the Organisation.

Job description

The IOTA Expert will be expected to:

- Ensure the development and delivery of the IOTA technical activities programme, including seminars, workshops, forums and area group activities of IOTA;
- Facilitate of co-operation and sharing of experience between the IOTA members through new partnerships, projects, benchmarking and other activities;
- Development and application of technical assistance, managing such projects;
- Manage the IOTA Technical Enquiries Service by handling member requests and replies of responding members, monitoring post-enquiry evaluation.
- Liaison with international organisations and external bodies on the core areas of the IOTA work, conducting joint initiatives and events, sharing of information and publications;
- Obtain and manage international or donor financing.

Required Experience and Competencies

To be considered to fulfil this role, the applicant must have:

- University degree (or equivalent qualification);
- 10+ years work experience related to tax administration issues;
- Proven career records, technical expertise and understanding of operations and practices of tax administration;
- Practical knowledge about the application of tax law;
- Practical knowledge about training methods;
- Sound command of written and oral English;
- IT skills (Microsoft Office);
- Previous experience in the field of international cooperation;
- Adequate experience (5+ years) in the following fields;
 - Technical assistance
 - Capacity building
 - Project management
- Benchmarking experience is an advantage.

Expectations and requirements

- Need to be flexible and have the ability to work on their own initiative but within a team environment;
- Must be skilled in the delivery of presentations and official appearances;
- Good interpersonal skills are essential, as are diplomacy, tact, and the ability to work well in a team;
- Need to be tolerant and able to cope with cultural differences, and different approaches to problem-solving and decision-making;
- Besides having well balanced personalities and good communication skills, the applicant should enjoy cultural diversity. Prior experience in a cross-cultural work environment is an advantage.

Financial Conditions

IOTA bears costs related to the employment of the successful applicant on the basis of a work contract signed by him or her and the Executive Secretary of IOTA.

The amount of the gross remuneration is negotiable, depending on the skills and experience of the applicant, and would be in the region of 50-60,000 EUR per year for a top candidate. The abovementioned remuneration amount includes: cost of offered private health insurance, home travels and housing allowance. The remuneration is paid in accordance with Article 5 of the IOTA Seat Agreement (see [here](#)).

Selection Process

Technical Experts are selected solely on merit. While recruiting only the most able and technically competent candidates, we strive for balance between experience and practical knowledge of tax administration issues and practical application of training techniques and high command of English. The pre-selected candidates will be asked to hold the recruitment interviews with the Interview Board of the Executive Council of IOTA that is the only body responsible for the final appointment of the post holder. Maximum 3 shortlisted candidates will be interviewed in Budapest, Hungary on 14 September 2017.

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

Duration of Appointment

IOTA does not offer permanent expert appointments. In order to keep the collective knowledge of our staff current and at the highest level, and to ensure the regular injection of new ideas from outside, IOTA generally contracts with technical experts on a two-year fixed-term basis, with possibility of extension.

Application Process

All applications must be submitted on the Application and CV form template attached to this note. All applications should be sent to the IOTA Secretariat only by e-mail to job@iota.hu. The deadline is **31 July 2017**.