



IOTA

Intra-European Organisation
of Tax Administrations

JOB ANNOUNCEMENT

EXECUTIVE SECRETARY OF THE INTRA-EUROPEAN ORGANISATION OF TAX ADMINISTRATIONS

2021



IOTA

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of Tax Administrations



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| Title: | IOTA Executive Secretary |
| Organisation | Intra-European Organisation of Tax Administrations (IOTA) |
| Organisation info | www.iota-tax.org |
| Industry | International Organisation |
| Date posted | 22 nd of March 2021 |
| Full time / Part time | Full time |
| Location | Budapest, Hungary |
| Submission deadline | 10 th of May 2021 |
| Start | 1 st of September 2021 |
| Duration | 36 months |

I. INTRODUCTION

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 administration. The Secretariat of the Organisation is located in Budapest, Hungary. The Organisation has got 44 member tax administrations, offering a series of products to its members' tax administrations, such as administrative and technical events, technical enquiries, a tax data portal, publications and others.

We are looking for an outstanding individual who can ensure a high standard management of the Secretariat of the Organisation and contribute to strategic planning and formulation of IOTA policies and strategies, delivering IOTA outputs and consolidating its role in the tax international framework.

The IOTA Secretariat is comprised of staff employed by IOTA and staff seconded from member tax administrations. The successful candidate will be appointed as Executive Secretary of IOTA and should therefore be able to demonstrate that she/he has the competence and capacity to deal with all aspects of the work carried out by IOTA.

In particular, the successful candidate must be able to demonstrate clearly her/his career achievements so far, referring to the corresponding qualities, skills and experiences as stipulated in this call for the position of Executive Secretary.



II. JOB DESCRIPTION

The Executive Secretary is expected to:

- Actively contribute to the development and promotion of IOTA and to the shaping, development and delivery of IOTA's priorities, according to the IOTA Strategy 2018-2022 objectives, action-lines and key performance indicators;
- Work cohesively and constructively with the Executive Council of IOTA in driving forward the development of the Organisation and the delivery on its goals, strategies and business priorities;
- Represent IOTA and participate actively in external engagement with key stakeholders and other international organisations in close cooperation with the President and the Executive Council;
- Understand the challenges public administrations are facing and maintain close contact with member states for a clear understanding of their needs and particularities;
- Implement new and modern communication techniques, capture tangible results from the IOTA activities, and communicate these results to the membership of the Organisation, using new technologies;
- Manage the Secretariat and allocate resources to maximize performance and ensure delivery of all key business programme and priorities;
- Exercise the rights of employer over the employees of the Secretariat and be accountable for the day to day management of the operations of the Secretariat;
- Be employed by IOTA on an exclusive basis and devote his full employment energies, interest, abilities and time to the performance of his duties under the employment contract, the Seat Agreement, the Charter, the Internal Regulations and the Financial Regulations of IOTA, as well as with other relevant rules and regulations in force in Hungary;

III. REQUIRED EXPERIENCE, QUALIFICATIONS AND COMPETENCIES

To be considered for appointment to this key role, the applicant must have:

- Significant management experience at a senior level, including project management, development of resources and a track record of delivery to a high standard and within budget, even in challenging circumstances;



- The ability to work on his/her own initiative, take decision and provide leadership to and implement appropriate performance management of the Secretariat members;
- Excellent communication and influencing skills required to operate effectively at a senior level;
- A relevant university or equivalent qualification;
- An excellent command of written and oral English and the skill to deliver presentations, chair meetings, conferences, workshops, etc. and make official appearance;
- A strong work ethics;
- Experience of successful working in the international arena (including, relationship building- networking, tact, diplomacy and negotiation skills).

IV. IN PARTICULAR, THE APPLICANT SHOULD MEET THE FOLLOWING:

Strategic Leadership and management

- a) Contribute significantly to the shaping and implementation of the strategies, policies and operational objectives of the organisation;
- b) Lead and manage the implementation of change, reform and continuous improvement;
- c) Develop capability and capacity across the Secretariat through effective delegation;
- d) Develop a culture of learning and development, offering coaching and constructive/ supportive feedback;
- e) Create a workplace where cultural diversity is valued and individual and team work are enhanced;
- f) Review projects and initiatives to ensure delivery using relevant project management methodologies;
- g) Ensure the optimal use of information and communication technology both for internal and external purposes.

Building Relationships and Demonstrating Diplomatic Sensitivity

- h) Engage with colleagues and counterparts at all levels in a widely dispersed Organisation and in other international organisations, building sustainable networks and partnerships;
- i) Anticipate political sensitivities and complexities and respond in an appropriate and constructive manner;



- j) Search compromise and balance aimed at enhancing co-operation and collaboration within IOTA;

Judgement and Decision Making

- k) Make sound and timely well-constructed decisions, fully understanding their impact;
- l) Recognize inter-dependencies between complex issues and address the high-level implications, considering political sensitivities;
- m) Speak and write in a clear, concise and impactful manner.

V. CONDITIONS OFFERED

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

Remuneration package

The gross remuneration package is comprised of a gross salary of **150.000 EUR per year**. The IOTA international staff is exempted of Personal Income Tax and the Social Security System Contributions in Hungary.

The Executive Secretary must cover the social, health or any type of insurance that he/she wishes or is bound to pay.

There are no other benefits on top of the gross salary. This gross salary is not negotiable by the candidate and cannot be revised during the duration of the contract.

The remuneration is paid in accordance with Article 5 of the IOTA Seat Agreement:

Article 5 Immunities of the Foreign Personnel

1. *The members of the Secretariat shall enjoy the following privileges and immunities:*
 - a) *Immunity from legal authority in respect of all words spoken or written and all acts done by them in their official capacity;*
 - b) *Exemption from taxation on the salaries, benefits and compensations paid to them by the Organisation;*
 - c) *Immunity from alien registration in respect of themselves, their spouses and dependent relatives;*



Step 2: The shortlisted candidates will then be invited to an interview. The interview with the shortlisted candidates based on the essential qualifications, competencies and experience required for the position will be held digitally in the margins of the 126th EC meeting on the **26th - 27th of May 2021**. The exact date and time of the interviews shall be made public in due time and the shortlisted candidates will be informed and invited to attend. The shortlisted candidates unable for any reason to attend the interview will be automatically dropped off the list. After the interview the two best candidates will be selected. The interview shall be held by the Executive Council members, Heads of Tax Administration or their representative. Members of the Executive Council holding the same nationality of any of the candidates shall not be part of the Interview Board.

Step 3: A presentation made by the 2 candidates selected from the previous step will take place in the administrative session of the 25th General Assembly of IOTA, scheduled for **30th June – 1st July 2021 in a digital format**. The Executive Secretary is the candidate elected by a simple majority of the votes (more than 50% of the total number of votes submitted) in the General Assembly.

VII. DURATION OF THE APPOINTMENT

The duration of the appointment is 36 months. Any extension of the term is subject to the provisions of Article 16 of the IOTA Charter.