

**IOTA**Intra-European Organisation  
of Tax Administrations**POST ANNOUNCEMENT****INTERNATIONAL TAX EXPERT POST****of the INTRA-EUROPEAN ORGANISATION FOR TAX ADMINISTRATIONS (IOTA)  
(SECONDMENT POST)**

<b>Title:</b>	International Tax Expert seconded by IOTA member tax administration
<b>Organisation:</b>	Intra-European Organisation of Tax Administrations (IOTA)
<b>Organisation info:</b>	<a href="http://www.iota-tax.org">www.iota-tax.org</a>
<b>Date posted:</b>	29 March 2022
<b>Location:</b>	Budapest, Hungary (incl. short-term assignments abroad)
<b>Full time / Part-time</b>	Full time (hybrid work regime)
<b>Application submission deadline:</b>	27 April 2022
<b>Start of secondment:</b>	20 June 2022
<b>Duration:</b>	24 months fix-term stage secondment with the possibility of renewal for a further 24-month period ( <i>subject to mutual agreement between IOTA and the sending tax administration</i> )

The Intra-European Organisation of Tax Administrations (IOTA) is a non-profit Organisation that provides a platform for its members and partners in the European region to collaborate on tax administration issues. It strives to contribute to the progress of member tax administrations by delivering practical solutions and facilitating the sharing of experience. The Secretariat of the Organisation is located in Budapest, Hungary. The Organisation consists of 44 full member tax administrations and 1 associate member tax administration, offering technical events, technical enquiries, projects and publications on the variety of topics related to the tax administration operations.

We are looking for an experienced digital services expert from IOTA member tax administration with strong commitment to delivering a high-quality service and the potential to bring a significant contribution to the expansion of the operations of the Organisation.

The successful applicant will be seconded to IOTA in order to support the IOTA Secretariat in the process of facilitating knowledge sharing and exchange of practice on a range of tax administration issues, and ensuring the effective delivery of the technical activities of the Organisation. He/she will report directly to the IOTA Work Programme Manager and to the Executive Secretary of IOTA.

**Responsibilities**

- Ensure effective planning, organisation, management and delivery of the IOTA technical activities, including training events, workshops, forums, area group and multinational projects in various formats (face-to-face, virtual);
- Facilitate co-operation and exchange of information and experience between the IOTA member tax administrations through the IOTA Technical Enquiries service;
- Co-ordinate and prepare information/materials for IOTA publications (practical guides, reports, etc.), knowledge bases and website;



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- Practical liaison and co-operation role in relation to relevant joint initiatives (events, research, projects, etc.) with IOTA partners (e.g. European Commission, IMF, NTO, OECD, etc) and other organisations;
- Contribute to operational and strategic planning and the formulation of IOTA work programmes, policies and strategies.

## Required qualifications

- University degree or equivalent qualification in finance or related area;
- A minimum of 5 years' work experience in tax administration;
- Significant experience in the digitalisation of services and digital transformation strategies, procedures, manuals to the operations and functions of tax administration's e-services;
- Experience in collection and use of tax related data from taxpayers and third parties, data sharing arrangements as well as data management;
- A good understanding of the use of innovative technologies supporting interactions with taxpayers (e.g. integrated taxpayer accounts, mobile applications, digital mailboxes, virtual assistants);
- Practical knowledge about capacity building and training of tax officials;
- Excellent written and oral communication skills in English;
- Strong IT skills, proficient in all areas of Microsoft Office and other computer program applications necessary for producing reports, questionnaires, survey forms, charts, graphs, presentations and general office correspondence and memos;
- Practical experience in project management, as they relate to the execution of tasks within a project;
- Experience in the field of international co-operation regarding tax administration issues is an asset.

## Required abilities and skills

- Need to be flexible and have the ability to work on his/her own initiative but within a multicultural team;
- Effectively plan, organise and manage time and activities to provide a high-quality service;
- To work in a professional, high quality way, taking responsibility for the assigned tasks and for the standard of own work performance;
- Must be skilled in the delivery of presentations, chairing and moderating sessions at technical events and meetings, and official appearances;
- Good interpersonal skills are essential, as are diplomacy, tact, and the ability to work well in a multinational team;
- Ability to develop and maintain effective working relationships, possess strong negotiation skills and develop arguments to persuade.
- Need to be tolerant and able to cope with cultural differences and different approaches to problem-solving and decision-making;
- Besides having a well-balanced personality and good communications skills, the applicant should enjoy cultural diversity. Prior experience in a cross-cultural work environment is an asset.

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## Secondment conditions

During his/her assignment in IOTA, the secondee will remain an employee of the Sending Organisation and will not be considered as an official or employee of IOTA. In particular, he/she will not benefit from the exemption from taxation provided for under the Seat Agreement of IOTA applicable to employees and members of the IOTA on salaries, allowances and indemnities, etc. paid to him/her by the Sending Organisation.

Except as otherwise stated in the secondment agreement, the secondee will remain subject to the staff regulations, rules and instructions applicable to officials or employees of IOTA. He/she will carry out his/her daily tasks under the authority of IOTA, while at the same time honouring his/her obligations as a staff member of the Sending Organisation.

Telework/Remote working regime is allowed with a maximum of 10 days per month (either scattered or taken in one or two periods in a month).

IOTA will pay a monthly lump-sum of €1.000 on a quarterly basis to the Sending Organisation for the general costs of the secondment. IOTA will also cover the moving costs to and from Budapest up to €4.000, travel costs when taking up duties and when leaving the IOTA, and 3 tourist class return tickets per year (Budapest – City of employment in the Sending Organisation). During his/her secondment, the IOTA will provide medical check-up coverage for the secondee.

All the other conditions will be specified in the secondment agreement agreed upon and signed between IOTA and Sending Organisation.

## Selection Policy

Secondees are selected solely on merit. While recruiting only the qualified and technically competent candidates from IOTA members, we strive for a balance between those with experience and practical knowledge of tax administration issues and those specialising in tax professional development programmes (workshops, forums, workgroups, projects, etc.) and having an excellent command of English. The pre-selected candidates will be invited to the recruitment interviews with an Interview Board which consists of the IOTA President, members of the Executive Council of IOTA and the Executive Secretary of IOTA.

## Critical dates

<b>29 March 2022</b>	Opening date for submission of applications;
<b>27 April 2022</b>	Closing date for submission of applications;
<b>11 May 2022</b>	Selection of the shortlisted candidates;
<b>19 May 2022</b>	Interviews with the shortlisted candidates and final selection;
<b>23 May 2022</b>	Announcement of the recruitment results;
<b>6 June 2022</b>	Agreement about the contract details with the selected candidate and the Sending Organisation;
<b>20 June 2022</b>	Taking up the post at the IOTA Secretariat.



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### Duration of appointments

IOTA does not offer permanent expert appointments. In order to keep the collective knowledge of our staff current and at the highest levels, and to ensure the regular injection of new ideas from outside, IOTA generally accepts secondment of experts on a two- year, fixed-term basis. In some cases, an appointment to a further secondment contract is made, if the expert's performance meets the required standards and if the Sending Organisation agrees to extend such secondment.

### Submission of applications

All applications must be submitted on **the Application and CV form template** attached to this announcement. Together with the Application, the candidate should send **a Motivation letter and a document signed by the Director General of the Sending Organisation supporting his/her candidacy**. All applications should be sent to IOTA **only by e-mail** to [job@iota-tax.org](mailto:job@iota-tax.org). The deadline for submission is **27 April 2022**.