
Recruitment of IOTA International Tax Expert (Seconded position)

INTRODUCTION

Due to extending the range of services provided to our membership Intra-European Organisation of Tax Administrations (IOTA) launches a recruitment procedure for the seconded position of an International Tax 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.

This document is designed as a guide to the recruitment process of seconded experts 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 'job 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, secondment conditions, as well as detailed duties and responsibilities, and the desired qualifications and skills.



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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 secretariat@iota-tax.org);
- **Uploading information on the IOTA website:** <https://www.iota-tax.org/job-announcement>

3. RECEPTION AND REGISTRATION OF DOCUMENTS

3.1 Applicants for the position of IOTA Tax Expert are required to submit the following documents before the deadline indicated in the announcement of the vacancy:

- **Correctly completed application form and a CV**
- **Motivation letter**
- **Letter signed by the Director General of the Sending Organisation supporting applicant's candidacy**

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** (job@iota-tax.org).

4. SELECTION OF APPLICANTS

4.1. In-line with Article 6 of the Internal Regulations of the IOTA Secretariat, the recruitment of experts seconded by the IOTA members is carried out by the Executive Secretary on the basis of applications submitted by the IOTA members. The experts seconded by the IOTA members are appointed by the Executive Council on the basis of candidate(s) pre-selected by the Executive Secretary.

4.2. All short-listed candidates shall be interviewed by the Interview Board which consists of the IOTA President, members of the Executive Council and the Executive Secretary of IOTA.



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5. ANNOUNCEMENT OF THE RESULTS

5.1. All the IOTA membership 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

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