

**IOTA**Intra-European Organisation
of Tax Administrations**POST ANNOUNCEMENT****IOTA WEB PORTAL TENDERING AND DEVELOPMENT EXPERT
of the INTRA-EUROPEAN ORGANISATION FOR TAX ADMINISTRATIONS (IOTA)
(SECONDMENT POST)**

Title:	IOTA Web Portal Tendering and Development Expert seconded by IOTA member tax administration
Organisation:	Intra-European Organisation of Tax Administrations (IOTA)
Organisation info:	www.iota-tax.org
Date posted:	6 October 2021
Location:	Budapest, Hungary
Full time / Part time	Full time
Application submission deadline:	17 December 2021
Start of secondment:	21 February 2022
Duration:	At least 18 months <i>(with the possibility for further extension, 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 IOTA Web Portal Tendering and Development Expert from IOTA member tax administration with solid experience in tendering and managing web development projects to provide technical support and advice to the IOTA Secretariat on the tendering and development of the Organisation's new web portal.

The successful applicant will be seconded to IOTA in order to support the IOTA Secretariat in the process of web portal tendering and decision making, as a web development expert, on a range of web technologies related questions/issues, and ensuring the effective delivery of the web portal development project of the Organisation. He/she will report directly to the Executive Secretary of IOTA.

Responsibilities

- Analyse the tender offers from an IT point of view
- Provide advice on technical related questions/issues raised by tenderers
- Provide technical support and advice on the web portal tendering and decision making as a web development expert
- As responsible for managing the IOTA web portal development, keep daily contact with the external web developing company and stakeholders, and preparing progress updates and documenting website development processes



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Required qualifications

- Preferably university or college degree in IT field (website development, IT management)
- At least 2-3 years of experience with website development, editing, web design
- A minimum of three years of professional experience in similar positions
- Solid experience in IT tendering and managing web development projects
- Thorough knowledge of the latest website development solutions (e.g.: Drupal, PHP, Java, .NET, etc.) is a must
- Experience with web-based Content Management Systems and application of web tools (HTML, JavaScript and CSS)
- Experience in mobile application development projects is an asset
- Previous experience working in an international team and/or international website development project is an asset
- Analytical thinking, flexible thinking, teamwork, achievement focus, customer focus
- Fluency in English (the working language of IOTA), knowledge of the other language is an asset

Required abilities and skills

- Need to be flexible and have the ability to work on his/her own initiative
- Effectively plan, organise and manage time and activities to provide a high-quality service
- To work in a professional way taking responsibility for the assigned tasks and the standard of own work performance
- Good interpersonal skills are essential, as are diplomacy 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

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.

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



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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 managing the website development process and having an excellent command of English. The pre-selected candidates will be asked to hold the recruitment interviews with an Interview Board, consisting of members of the Executive Council of IOTA and the Executive Secretary of IOTA, which is responsible for the final appointment of the post-holder.

Critical dates

6 Oct 2021	Opening date for submission of applications
17 Dec 2021	Closing date for submission of applications
23 Dec 2021	Selection of the shortlisted candidates
11 Jan 2022	Interviews with the shortlisted candidates and final selection
14 Jan 2022	Announcement of the recruitment results
31 Jan 2022	Agreement about the contract details with the selected candidate and the Sending Organisation
21 Feb 2022	Taking up the post at the IOTA Secretariat

Duration of appointments

IOTA does not offer permanent expert appointments. In order to benefit from the website development expertise and achieve successful delivery of the new web portal as a powerful vehicle for facilitating the sharing of practical knowledge and experience between member tax administrations, IOTA offers the secondment of IOTA Web Portal Tendering and Development Expert on a fixed-term basis. In some cases, an extension of the secondment contract can be made, if the web portal development project activities require and the expert's performance meets the desired expectations 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 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. The deadline for submission is **17 December 2021**.