

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

Title:	IOTA Taxation Expert seconded by IOTA member tax administration
Organisation:	Intra-European Organisation of Tax Administrations (IOTA)
Organisation info:	www.iota-tax.org
Date posted:	20 October 2017
Location:	Budapest, Hungary (incl. short-term assignments abroad)
Full time / Part time	Full time
Application submission deadline:	02 March 2018
Start of secondment:	May - June 2018
Duration:	2 years fixed term secondment (<i>with possibility to renew for a further 2 year period, 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 forum to assist members in the European region to improve tax administration. The Secretariat of the Organisation is located in Budapest, 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 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 providing assistance on a range of tax administration issues, and ensuring the effective delivery of the annual technical activities programme of the Organisation.

Responsibilities

- Ensure effective planning, organisation, management and delivery of the IOTA technical activities programme, including seminars, workshops, forums, area group and project/workgroup activities of IOTA;
- Facilitate co-operation and exchange of information and experience between the IOTA member tax administrations;
- Coordinate, deliver and oversee the content, quality and coherence of data collected from the IOTA member tax administrations on the International Survey of Revenue Administrations (ISORA), including through liaison and collaboration with international partner organisations (IMF, OECD, CIAT, etc.) involved in ISORA project;



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- Manage the IOTA-ISORA Technical Working Group;
- Liaise on bilateral co-operation initiatives with other organisations active in the European region in relation to tax administration issues (e.g. European Commission, OECD, IMF, CIAT, etc.);
- Contribute to operational and strategic planning and the formulation of IOTA work programmes, policies and strategies.

Required qualifications

- University degree
- At least 5 years relevant professional experience related to the tax administration issues;
- Proven, through 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;
- Practical experience in project management, as they relate to the execution of tasks within a project;
- Previous experience in the field of international co-operation;

Required abilities and skills

- Analytical thinking, diplomatic sensitivity, strategic networking and teamwork would be particularly important;
- 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;
- 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.



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- Need to be tolerant and able to cope with cultural differences and different approaches to problem-solving and decision-making;
- Besides having well balanced personality and good communications skills, the applicant should enjoy cultural diversity. Prior experience in a cross-cultural work environment is an asset.

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. If requested, IOTA may contribute to the housing expenses of the secondee.

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 honoring 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.

Selection Policy

Secondees are selected solely on merit. While recruiting only the qualified and technically competent candidates from IOTA members, we strive for 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 asked to hold the recruitment interviews with an Interview Board, consisting of members of Executive Council of IOTA and the Executive Secretary of IOTA, which is responsible for the final appointment of the post-holder.



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Critical dates

20 October 2017	Opening date for submission of applications;
02 March 2018	Closing date for submission of applications;
09 March 2018	Selection of the shortlisted candidates;
22 March 2018	Interviews with the shortlisted candidates and final selection (111 th EC Meeting in Copenhagen, Denmark)
02 April 2018	Announcement of the recruitment results;
30 April 2018	Agreement about the contract details with the selected candidate
04 June 2018	Taking up the post at the IOTA Secretariat in Budapest

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 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.hu. The deadline for submission is **02 March 2018**.

Document:

 [IOTA Taxation Expert Application and CV](#)