



IOTA

Intra-European Organisation
of Tax Administrations

RECRUITMENT OF IOTA EXECUTIVE SECRETARY

PROCEDURE

2019



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INTRODUCTION

In accordance with Article 15.1 of the IOTA Charter, the Executive Secretary is appointed by the General Assembly for a period of three years. The setting of the criteria and selection of the candidate(s) for the position is the competence of the Executive Council.

Based on the previous recruitment procedure, the Presidency provided the Executive Council with the draft procedure for the final approval.

1. PREPARATION OF THE RECRUITMENT DOCUMENTS

In order to provide the Organisation with an Executive Secretary of desired qualifications, it is intended to establish clear criteria and recruitment/selection procedure.

This document is designed as a guide to the recruitment process of Executive Secretary 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**
- 6. Critical dates**

1.1. The 'announcement package' has been prepared in order to start the recruitment procedure. The following documents have been prepared by the Presidency before the announcement of the position.

Letter of Announcement

1.2. The letter of announcement (also in electronic version) includes information about the terms of application, type of position, remuneration package, as well as detailed duties and responsibilities, and defined qualifications.



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 will be used;

- A.** E-mailing from the Presidency to all the Heads of the IOTA member tax administrations and Principal Contact Persons;
- B.** Uploading information on the IOTA website; WWW.IOTA-TAX.ORG

3. RECEPTION AND REGISTRATION OF DOCUMENTS

3.1 Applicants for the position shall submit the following documents before the deadline indicated in the announcement of the vacancy:

- **Correctly completed application form and a CV**
- **Motivation Letter**
- **References**

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 the Presidency only by e-mail at: hans.dhondt@minfin.fed.be with annelies.lievens@minfin.fed.be and alain.perlauxburnay@minfin.fed.be in copy.

4. SELECTION OF APPLICANTS

4.1. All applications sent to hans.dhondt@minfin.fed.be with annelies.lievens@minfin.fed.be and alain.perlauxburnay@minfin.fed.be in copy will be collected by the Presidency with a view to submitting them to the Executive Council; The Presidency will ensure the HR professionals and the necessary technical support during the selection phase.



4.2. Following the receipt of all applications, the members of the Executive Council will short-list by vote maximum 4 applicants.

4.3. All short-listed candidates will be interviewed by an interview board constituted by Heads of the Tax Administrations of the Executive Council members or their representatives.

4.4. As a result of interviews, the Interview Board recommends to the Executive Council the two best applicants. The Executive Council decides on the selection of the two best candidates that will be invited to present their candidacies and compete for this position during the General Assembly.

4.5. The Organisation will bear the costs of a return economy air, train or bus ticket and accommodation (1 night) of all the candidates invited for interview.

5. ANNOUNCEMENT OF THE RESULTS

5.1. All the IOTA membership will be informed about the final result of the selection, namely the two final applicants that will be invited to present their candidacies and compete for this position during the General Assembly, in a brief note by e-mail and relevant information will be placed on the IOTA website.

6. CRITICAL DATES

- **23 -24 January 2019** – Approval of the recruitment procedure and dossier during the 115th EC Meeting in Malmö, Sweden;
- **1st of February 2019** – Announcement of the vacancy;
- **1st of April 2019** - Deadline for submissions of applications;
- **April 2019** – First selection of applicants and preparing a short-list of maximum 4 for further interviews;
- **13 May 2019** – During its 116th Meeting in Berlin, Germany the Interview Board will interview the short-listed applicants and the EC will select the best two candidates;
- **2-3 July 2019** – Presentation of the two best candidacies and vote of the General Assembly in Brussels, Belgium;
- **1st October 2019** – Start of the assignment of the new Executive Secretary.