
Recruitment of IOTA Web Portal Tendering and Development Expert (Seconded position)

INTRODUCTION

Due to the start of the project concerning the development of the new web portal, Intra-European Organisation of Tax Administrations (IOTA) launches a recruitment procedure for the seconded position of Web Portal Tendering and Development 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 the 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 of IOTA** (from secretariat@iota-tax.org);
- **Uploading information on the IOTA website:**
<https://www.iota-tax.org/job-announcement-iota-web-portal-tendering-and-development-expert>

3. RECEPTION AND REGISTRATION OF DOCUMENTS

3.1 Applicants for the position of IOTA Web Portal Tendering and Development 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**
- **References from previous employers/supervisors**

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. The recruitment of employees of the IOTA Secretariat including international experts is carried out by the Executive Secretary on the basis of applications submitted either by the IOTA members or individuals. The international experts are appointed by the Executive Council on the basis of candidate(s) pre-selected by the Executive Secretary in consultation with the President of IOTA.

4.2. All short-listed candidates shall be interviewed by the Executive Council, which will constitute an interview board.



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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

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.