



Pacific Islands Tax Administrators Association

JOB DESCRIPTION

JOB TITLE:	Head of Secretariat
REPORT TO:	PITAA Executive Committee
EMPLOYMENT TERM:	3 years

PURPOSE:

We are seeking an exceptional leader and the purpose of this role is to effectively and efficiently manage the PITAA Secretariat and respond to the needs of the PITAA members within available resources. The Head of Secretariat is empowered to act on behalf of the PITAA members under the PITAA Charter and Constitution as agreed to by members at the 2012 Annual PITAA Heads Meeting in Kiribati.

KEY RESULT AREAS:

The role of the Head of Secretariat encompasses the following major functions or key result areas:

- Representation of PITAA and its Members
- Financial Management of PITAA
- Implementation of the PITAA Work Plan
- Management of Secretariat Staff
- Risk Management
- Other Secretariat Responsibilities
- Health and Safety

KEY ACCOUNTABILITIES:

Responsibility	Expected Outcomes
Representation of PITAA and its members <ul style="list-style-type: none">• Participate in selected international and regional meetings/activities• Maintain in the legal registration in Fiji	<ul style="list-style-type: none">• Positive and effective representation of PITAA and its members is achieved with governments, the PFTAC, World Bank Group (WBG) , International Monetary Fund (IMF), Oceania Customs Organization (OCO), and

<ul style="list-style-type: none"> • Prepare and coordinate the Annual PITAA Heads Meeting • Oversee all internal and external communications 	<p>other international and regional bodies, national administrations or agencies and any other relevant party</p> <ul style="list-style-type: none"> • International environment is monitored for trends relevant to PITAA members and advice is provided on implications for PITAA • Legal registration of the PITAA Secretariat in Fiji is maintained to enable it to operate as a legal entity • The Annual PITAA Heads Meeting is a successful event and meeting the expectations of the Members • Internal and external communications are clear, timely, actual and informative
<p>Financial management of the PITAA Ensure all PITAA Member subscription is paid annually</p>	<ul style="list-style-type: none"> • Financial expenditure and resources are approved and monitored in accordance with the Financial policies and procedures of the PITAA Secretariat • Forward facing strategies are in place and regularly reviewed to ensure the continued financial viability of the PITAA • Yearly audited financial reports to be presented at the Annual PITAA Heads Meeting
<p>Implementation of the PITAA Secretariat Annual Work Plan</p>	<ul style="list-style-type: none"> • PITAA Secretariat Annual Work Plan is implemented effectively and efficiently • Monitoring and reporting on activities and progress against the Annual Work Plan is carried out along with corrective action as required.
<p>Management of Secretariat Staff</p> <ul style="list-style-type: none"> • Overall responsibility for and management of individual performance 	<ul style="list-style-type: none"> • PITAA Secretariat Annual Work Plan is translated into key objectives with activities, measures and timeframes set and performance monitored • All team members have a current and relevant individual work plans that incorporates key performance indicators (KPIs) and relates to the PITAA objectives • Understand the responsibilities and is empowered to motivate and develop staff to achieve the organization's objectives and maintain a harmonious working environment
<p>Risk Management</p> <ul style="list-style-type: none"> • Ensure effective operation of PITAA Secretariat governance arrangements • Provide strategic risk management support and advice • Develop risk understanding and culture with stakeholders 	<ul style="list-style-type: none"> • PITAA Secretariat governance arrangements operate effectively and efficiently and the PITAA Executive Committee is informed of risks • Risks are managed so that the strategic goals of the Secretariat are achieved • Risk management policies are created and integrated into all the activities of the Secretariat

	<ul style="list-style-type: none"> Control effectiveness and risk trends are assessed and reported on
Other Secretariat Responsibilities <ul style="list-style-type: none"> Contribute to and foster capacity building within the PITAA Secretariat as well as its members administration Report to the PITAA Executive Committee on a regular basis Provide Yearly Annual Reports to Members in the Annual PITAA Heads Meeting 	<ul style="list-style-type: none"> Assistance and support is provided for capacity building initiatives to create an even stronger customer focused organization that empowers not only its staff but its member administration Local and overseas travel undertaken to meet the Secretariat's business requirements PITAA Executive Committee meetings are scheduled bi-annually and meetings papers with other documents are disseminated on time in preparation for the meeting Key PITAA Secretariat activities are captured in the PITAA Annual Reports for deliberation in the Annual PITAA Heads Meeting.
Health and Safety <ul style="list-style-type: none"> Active contribution to the maintenance of a Healthy and Safe work environment 	<ul style="list-style-type: none"> PITAA Secretariat Health and Safety policies and procedures are understood and followed Identified hazards are efficiently and effectively addressed in a timely manner Participation in health and safety audits of work is proactive An understanding of emergency and evacuation procedures is demonstrated

PERSON SPECIFICATION:

The incumbent must be a PITAA member national.

Mandatory	Desirable
Formal Qualifications	
<ul style="list-style-type: none"> A relevant tertiary qualification <ul style="list-style-type: none"> ➤ Post-Graduation Diploma in: <ul style="list-style-type: none"> Accounting; Economics; Management; or Other related disciplines. 	<ul style="list-style-type: none"> Masters' degree Leadership and coaching qualifications
Knowledge and Experience	
<ul style="list-style-type: none"> At least 7 years in a high-level leadership role Extensive knowledge of Accounting, Taxation, International Tax issues or related disciplines. Financial management experience Proven leadership and management experience including managing a complex and diverse range of functions 	<ul style="list-style-type: none"> Must be a national of one of the 16 Member countries Must be open to understanding the laws of the host country of the PITAA Secretariat 10 years in Accounting and Taxation field or other related fields Experience in management of multiple donor funding arrangements
Skills and Attributes	

<ul style="list-style-type: none"> • Demonstrates a high level of initiative with the ability to think laterally and identify innovative solutions • Familiarity with donor and development partner procedures • Strong interpersonal skills and sensitivity to the diverse needs of those in a multi-cultural environment • Excellent organizational skills and the ability to meet deadlines • Excellent oral and written communication skills and the ability to positively influence others • Willing to travel within the region and internationally in economy class, as required. • Be a national of a PITAA Member. 	
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SELECTION CRITERIA INCLUDE:

1. Managerial and Planning

- Demonstrated experience in the management of an operationally complex organization
- Demonstrated managerial skills including the proven ability to manage multiple tasks, sensitive issues and poor performers
- High-level management experience and strength in governance
- Ability to drive organizational change and engage staff throughout the journey
- Proven ability to prioritize and meet competing deadlines with agility to change gears on the fly if required.

2. Communication and Representation Skills

- High-level oral and written communication, representation and liaison skills
- Strong personal presence with demonstrated influencing, negotiating and engagement skills
- Demonstrated ability to work effectively in a cross –cultural environment
- Fluency in English – both oral and written – skillful communicator.

3. Knowledge of Pacific Issues

- Good Knowledge and understanding of the cultural features and political development in the Pacific and their likely impact on Taxation and International tax issues.

4. Judgment and Agility

- Ability to make sound and reasoned recommendations on all matters relating to the PITAA activities.
- Demonstrated high level conduct on both personal and professional integrity
- Tactful to how regional organizations operate in the Pacific Region.

REMUNERATION PACKAGE – TERMS AND CONDITIONS

Duty Station	Suva, Fiji
Duration:	Appointment is for a term of three years.
Salary:	Base Salary is FJD 90,000.00 per annum
Term:	Appointment is subject to a satisfactory medical examination, as well as a 6 months' probationary period. The probationary period may be varied by the PITAA Chair.
Housing:	Given that this is a nationally advertised position, no housing allowance is provided.
Education Allowance:	Given that this is a nationally advertised position, no education allowance is provided.
Motor Vehicle:	The appointee will be entitled to a fully maintained motor vehicle for official and personal use.
Superannuation:	Entitled to an employer superannuation payment with the FNPF, equivalent to 8% of your salary. Employees are required to pay 8% contribution from salary. This will be deducted directly from salary and paid to FNPF.
Insurance:	The Secretariat will provide a medical insurance payout of FJD2,500.00 annually.
Annual Leave:	21 working days per annum
Sick Leave:	20 working days per annum
Public Holidays:	In accordance with Fiji public holidays
General	Appointment will be under the terms and conditions of the PITAA Secretariat's HR Policy, a copy of which will be made available to the successful applicant.