



Pacific Islands Tax Administrators Association

## ROLE DESCRIPTION

<b><u>Job Title:</u></b>	Head of Secretariat	<b><u>Report To:</u></b>	PITAA Executive Committee
<b><u>Duration of Term:</u></b>	3 years	<b><u>Base Salary:</u></b>	FJD 90,000.00
<b><u>Date Review:</u></b>	9 <sup>th</sup> December 2019		

### About our Organization

The Pacific Islands Tax Administrators Association (PITAA) was initiated in May 2003. PITAA was established for tax administrators to address tax issues most relevant to them and promote closer cooperation and coordination, information sharing, promote international standards best tax practices, enhance skills, and encourage development of high tax professionals.

### Objective

The Head of Secretariat has overall responsibility for the management and administration of the PITAA Secretariat to support members through regional leadership, genuine partnerships, and innovative mechanisms. An efficient and effective management, adherence to the principles and practice of good governance, transparency, and accountability. In addition, the role is empowered to act on behalf of the PITAA members under the PITAA Charter and Constitution. The role reports to the Board.

### Outcomes

1. Organizational Stakeholders
  - Strategically focused PITAA
    - The PITAA Secretariat, assets and financial resources managed efficiently and effectively
    - Management and staff empowered to deliver required results
    - Executive Committee and heads are advised on PITAA Secretariat developments on policy, procedures, and structure
    - Strategies to strengthen the financial resource base of the Secretariat developed and implemented
    - Appropriate organizational policies and procedures developed,

implemented and monitored

- Strong regional and international relationships with PITAA key stakeholders established through diplomacy and advocacy
- Forward facing strategies are in place and regularly reviewed to ensure the continued financial viability of the PITAA
- Local and overseas travel undertaken to meet the Secretariat's business requirements
  - ❖ PITAA effectively represented at relevant international forums and meetings
  - ❖ PITAA facilitation of training and dissemination of resource materials ensured
- Effective and productive working relationship with Executive Committee
- Cost-effective communication mode for member dialogue and meetings implemented
- Memorandums of Understandings between PITAA and Regional and International Stakeholders developed

## 2. Operational Leadership of PITAA Secretariat

- Executive committee and members aware of all relevant financial and performance data before any further decisions are made
- Financial expenditure and resources are approved and monitored in accordance with the financial policies and procedures of the PITAA Secretariat
  - ❖ Financial and outcomes reporting is timely and complete for programs and projects, donor requirements and executive management
  - ❖ Budget sets are met with good governance and implemented accordingly
  - ❖ All PITAA Membership subscriptions are paid annually
  - ❖ PITAA Secretariat expenditures are monitored and within budgets
- Accounts audited
- Effective and professional mentoring and support provided
- Management of Staff Attendance and Leave ensured
- Policy research and development services meet the needs of members in programme development and funding
- New ideas, networks and innovative approaches are 'brought to the table' for members consideration
- Monitoring and evaluation are embedded in all PITAA programs and services
- Effective management of internal and external communications to ensure informed members and stakeholders
  - ❖ Knowledge sharing management platform is readily accessible and reflects the information needs of stakeholders
  - ❖ Events and other strategies promote the effectiveness and profile of PITAA

- Inclusive and performance driven organizational culture managed and maintained
  - ❖ Monitoring and evaluation embedded in all PITAA programs and services
  - ❖ Oversight of reporting and monitoring of organizational performance metrics
- Resources successfully mobilized and acquitted to meet program requirements
- Member and governance bodies' activities coordinated efficiently and effectively organized

### 3. Compliant and Effective Organization Management

- Annual work plan is implemented and monitored effectively
  - ❖ Monitoring and reporting of activities and progress against the Annual work plan is carried out along with corrective action as required
- The annual work plan is further translated into key objectives with activities, measures and time frames put in place to monitor performance.
  - ❖ All team members have current and relevant individual work plans that incorporates key performance measures and relates to the PITAA objectives
- Assistance and support is provided for capacity building initiatives for staff and member administration
  - ❖ Staff are constantly motivated and encouraged
- PITAA is compliant with all relevant legislative and regional frameworks, as well as the principles of good governance
- Effective risk management ensured to achieve strategic goals
  - ❖ Risk management policies are created and integrated into all the activities of the Secretariat
  - ❖ Governance arrangements operate effectively, and the Executive Committee is informed of risks in a timely manner
  - ❖ Control effectiveness and risk trends are assessed and reported on
  - ❖ Strategic Risk management support and advice provided to Secretariat team for operations and travels

### 4. PITAA Secretariat and its members well informed and represented

- PITAA Executive committee meetings are scheduled quarterly and meeting papers with other relevant documents are disseminated on time in preparation for the meeting
- Positive and effective representation of PITAA and its members to governments, the Pacific Financial Technical Assistance Centre (PFTAC), International Monetary Fund (IMF), Organization of Economic Cooperation Development (OECD), Network of Tax Organization (NTO), Oceania Customs Organization (OCO), World Bank Organization (WBG) and other international and regional bodies, national administrations /

agencies and any other relevant party

- Country Visits conducted as diplomatic courtesy visit, familiarization, and awareness to PITAA members
- PITAA representative as panelist to International and Regional Meetings and forums
- International environment is constantly monitored for trends relevant to PITAA members and advice is provided on implications for PITAA
- Inclusive strategies, multi-stakeholder governance and genuine partnerships successfully advocated and managed
- Resources successfully mobilized to meet strategic aims and program requirements
- Member activities coordinated with relevant forums for member countries organized and productive
- Legal registration and compliance of the PITAA Secretariat in Fiji to maintain and enable it to operate as a legal entity ensured
- PITAA's annual Heads Meeting is successfully organized, coordinated, and meets the expectations of the Members and International participating stakeholders
- Yearly audited financial reports are presented at the annual PITAA Heads Meeting
- Key PITAA Secretariat activities are captured in the PITAA annual reports for deliberation in the annually PITAA Heads Meeting
- Capacity Building and Development programme is captured and scheduled as a result of the Training Needs Analysis survey conducted with members
- Facilitation of Workshop and Trainings ensured where expertise and experience sharing is required
- Internal and external communications are clear, timely, actual and informative
- Information sharing mechanisms developed and used by members to support PIDF agenda
- Assistance given to members to manage erosion of the revenue base through the strategizing of domestic revenue mobilization and delivering assistance for Base Erosion and Profit Shifting

#### 5. Health and Safety

- PITAA staff Health and team building activities are maintained
- Active contribution to the maintenance of a Healthy and Safe work environment ensured
  - ❖ Health and safety policies and procedures are updated, understood and followed
  - ❖ Hazards are efficiently and effectively addressed in a timely manner
  - ❖ Proactive participation in Health and safety audits ensured
  - ❖ Understanding of emergency and evacuation procedures is demonstrated

6. PITAA's image and value standards demonstrated and promoted

- Collaborate with other teams in the organization for the benefit of the organization
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organization's image and values

Responsibilities - Critical Competencies

Competence	Description
<b>Business</b>	
Strategic Development	Establish the strategic direction and steer the organization towards its goals.
Business Performance	Establish performance management measures managing adjustments and variations
Risk Management	Develop a risk management plan.
Change Management	Establish the new direction and drive the change process.
Planning	Develop long term operational or business plans.
Resource Management	Establish and adjust the resource levels to achieve organizational targets and objectives
Information Analysis	Evaluate options and make decisions / recommendations based on information provided.
Communication	Adapt communication techniques to suit different audiences, handle complex and /or sensitive topics.
<b>Customer</b>	
Customer Commitment	Create an organizational environment which focuses on customers and supports continuous improvement.
Promotion	Capitalize on opportunities for the promotion of new and existing products/services.
Commercial Focus	Manage decisions relating to the ongoing commercial viability of the organization.
Relationship Building	Formalize business relationships through partnerships or agreements of mutual benefit e.g. service provision.
Quality Focus	Develop quality standards for the organization.
Organizational Values	Evaluate organizational activities and behaviors; review and update standards.

Competence	Description
Social and Cultural Awareness	Establish organizational practices (policies and directives) that accommodate individual / group differences.
<b>People</b>	
Leadership	Establish clear objectives for multiple work groups/departments empowering and supporting these leaders to lead and achieve their objectives and targets.
Facilitation	Define the work/problem in broad terms empowering teams to establish objectives, shares accountability.
Innovation	Improves performance by developing concepts that are unique, leading edge, or new to the organization.
<b>Professional</b>	
Technical Strength	Develop the technical solution for a situation using fundamental principles and theory - technical adviser.
Financial Application	Propose solutions based on financial analysis of historical and future trends.
Global Environment	Analyze trends and changes in the economic environment highlighting potential impact on the organisation's business.
<b>Operational</b>	
Health and Safety	Monitor and design effective and efficient safety programs, policies, or procedures used in multiple locations.

### Qualifications

Qualification	Discipline
<b>Preferred</b>	
Higher Degree incl. Post Grad Cert or Dip	Accounting, Economics, Management/ Human Resources Management, or relevant discipline.
<b>Desired</b>	
Masters Degree	Accounting, Economics, Management/ Human Resources Management, or relevant discipline.

### Work Knowledge and Experience

- At least 7 years in a high-level leadership role
- Extensive knowledge of Accounting, Taxation, International Tax issues or

related disciplines

- Proven financial management experience
- Proven leadership and management experience including managing a complex and diverse range of functions
- Must be a national of one of the 16 members countries
- Must be open to understanding the laws of the host country of the PITAA Secretariat
- Experience in management of multiple donor funding arrangements and familiar with donor and development partner procedures
- Demonstrates a high level of initiative with the ability to think laterally and identify innovative solutions
- 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
- Willing to travel within the region and internationally

## Requirements

Language Proficiency

Excellent command of English

Professional Associations

Membership of appropriate Professional Institutions

Regulatory Compliance Requirements

Police Clearance

Medical Clearance

## Interactions

External

- Local and international donors and counterparts
- Community
- Relevant Government Authorities- Ministry of Foreign Affairs
- Revenue and Customs Service
- Regulators
- Service Providers
- Suppliers

Internal

- All staffs
- PITAA Executive Committee
- PITAA Heads of Administrations

## Attributes

Behavioural Styles	
Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.
Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Innovative	Devises new and creative ways to do things comes up with original ideas.
Interpersonal Styles	
Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Realistic	Shows concern for facts and reality, rejecting the impractical.
Team Oriented	Enjoys being with others as part of a group or team.
Thinking Styles	
Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Decisive	Reaches conclusions, promptly and firmly.
Challenger	Queries, tests information/beliefs and provokes thought.
Holistic thinker	Considers issues/situations as a whole rather than analysing or dissecting the parts.
Initiative	Takes action and makes decisions without the help or advice of other people.



## REMUNERATION PACKAGE – TERMS AND CONDITIONS

Duty Station	84 Harris Road, Suva, Fiji
Duration	3 years
Salary	<b>Base Salary is FJD 90,000.00 per annum</b>
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 Allowance	No Housing Allowance is provided
Education Allowance	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 Fiji National Provident Fund as per Fijian Laws. The employee is also required to make a compulsory deduction as per Fijian Law.
Insurance	The PITAA Secretariat will provide medical insurance
Annual Leave	21 working days per annum
Sick Leave	20 working days per annum
Maternity Leave	98 consecutive days
Paternity Leave	10 working days
Family Care Leave	5 working days
Compassionate Leave	5 working days
Public Holidays	In accordance with Fiji Public Holiday
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.