



Head of Secretariat

Pacific Islands Tax Administrators
Association



Our client, the Pacific Islands Tax Administrators Association (“**PITAA**”) is a non - profit organisation of Tax Administrators in the Pacific region. Established in 2003, PITAA now has a membership of 16 Pacific Island Countries (PICs) including Timor - Leste with an objective to provide a network to support and promote programs and projects that enhances tax administration advancement in Pacific Island Countries (PICs).

PITAA established a Secretariat in Fiji in 2017 to manage its overall operations. The Secretariat is a medium for pursuing the coordination and implementation of the PITAA Heads Meeting and the Executive Committee decisions, in addition to facilitating capacity building needs for members. PITAA is therefore seeking to recruit a dynamic, experienced and highly motivated leader for the position of Head of Secretariat.

Reporting to the PITAA Executive Committee, the Head of Secretariat’s key accountabilities include:

- Effective leadership and management of the Secretariat including administering Executive Committee meetings, preparing, and providing timely papers and submissions to the Committee and other external parties, managing budgets and financial performance and improving internal systems.
- Maintain a sound financial position for PITAA through developing and maintaining key relationships with suppliers, and hosting of regional events.
- Effectively represent PITAA at forums and promote and advocate its positions to government and other stakeholders.
- Ensure the efficient provision of service to the members including capacity development events to advance the professional technical/managerial skills of the members.
- Effective resource management of members and donors.
- Assist members to manage erosion of the revenue base.

Qualifications and Essential Attributes:

- A Post Graduate Diploma in Accounting, Economics, Management, or any other relevant qualification. A Masters qualification in Taxation, Accounting, Economics, or Finance will be desirable.
- At least 7 years of accounting and taxation experience with exceptional and proven management experience in tax administration in the Pacific.
- Experience in managing multiple donor funding arrangements.
- A strategic and forward thinker with strength in governance and professional integrity.
- Ability to motivate and lead change management programs given the developmental nature of the role in the next 2 - 3 years.
- Ability to deal with political situations diplomatically and effectively.
- Knowledge of international and regional organisations engaged in revenue administration reform and organisations representing tax, customs and trade issues.
- Excellent management and leadership skills.
- Excellent presentation skills with the ability to communicate, interact and relate with officials at all levels of government and international bodies, membership and the media.

Applications for this position should include a current resume and qualifications and an outline of your proven experience to carry out the role and how you meet the above criteria. Applicants are required to complete the Employment Application Form by clicking on the link [HEAD OF SECRETARIAT Application Form](#). The role description is available on the PITAA website or upon request. All applications will be treated with strict confidence and should be received by **4pm on Friday 1 July 2022**.



Pacific Islands Tax Administrators Association

Email: fj_recruit@pwc.com
Website: www.pitaa.org
Telephone enquires may be directed to
Ms. Mellisa Watkins on (679) 3313955.