

Assignment Description

Tax Adviser

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| Employer | Inland Revenue Department |
| Location: | Funafuti, Tuvalu |
| Background | <p>This assignment is aligned with the Government of Australia's partnership agreement with the Government of Tuvalu.</p> <p>In October 19 2011, the Australian Government and the Government of Tuvalu held its Partnership for Development Talks in Funafuti, Tuvalu. These talks focused the Tuvalu development cooperation program, and are focused on building a policy dialogue based on a shared commitment for results. The Partnership for Development Talks agreed to deliver three outcome areas, of which Outcome 1 is Good Governance, Economic Growth and Stability, Outcome 2 is Education and Human Resources and Outcome 3 is Environment and Climate Change.</p> <p>This Partnership for Development seeks to advance Tuvalu's development vision as articulated in Te Kakeega II: National Strategy for Sustainable Development 2005 – 2015 (TKII), and make progress towards the Millennium Development Goals (MDGs) by 2015.</p> <p>This assignment is closely aligned with Outcome 1 of the Australia – Tuvalu Partnership for Development which focuses on Achieving Good Governance and Economic Growth and Stability which are core technical assistance required on public financial management and good governance practices is also a component of this outcome.</p> |
| Assignment objective(s) | <ul style="list-style-type: none"> • Provide on the job training in tax audit techniques, accounting concepts, debt and arrear collection and tax return management. • Develop a range of communication approaches for managing non-compliant taxpayers and effective use of penalties and available recovery measures; • To mentor and advise the Director with the implementation of the principles, concepts and practices of modern tax administration under the revised Income Tax Act. – which includes the introduction of a new tax – Tuvalu Consumption Tax (TCT). |
| Length of assignment: | The assignment will commence from August 2012 or as near as possible to that period for a 12 month commitment. |
| Reports to: | <ul style="list-style-type: none"> • Secretary of Finance and Economic Planning, working in collaboration with the |

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| | Director of Inland Revenue. |
| Duties and responsibilities: | <ul style="list-style-type: none"> • Develop and implement processes and procedures to manage tax arrears and increase tax compliance. • Train and coach staff in debt collection, audit technique and compliance. • Develop manuals or guides to assist staff in conducting tax audits, debt collect and return management activities. • Assist the Director during tax payer consultations, tax payer education, community consultations or workshops • Any other duties as required by the Director, Permanent Secretary of Finance and the Minister of Finance. <p>Provide a report to AusAID through Australian Volunteers International detailing the work plan approximately 8 weeks after commencing in the position;</p> <p>Provide an annual report to AusAID through Australian Volunteers International on implementation of the above.</p> |
| Selection Criteria | <p>Qualifications</p> <ul style="list-style-type: none"> • Minimum Bachelor of Commerce in Accounting, Economics or other related fields. and /or • Bachelor/Masters in Tax Administration • Undergraduate qualifications in finance, accounting, commerce or economics. Post graduate specialist qualifications in tax an advantage. <p>Skills and Experience</p> <p>Essential</p> <ul style="list-style-type: none"> • Work experience at a senior level in a central tax agency in a developed country. • Ability to implement and manage change in a tax office of a developing country. • Experience in the development and implementation of formal and on the job training including the development of relevant procedures and manuals. • Ability to interpret revenue related legislation and provide constructive input into Tuvalu's revenue reform agenda. • A good understanding of computer systems and the ability to provide input into the computerisation of a tax agency. • Ability to provide training in tax audit and verification measures. • Highly skilled with a broad knowledge of principles, concepts and practices of modern tax administration. • Previous experience living and working in a developing country (particularly in the Pacific or small island states) is desirable but not essential. <p>Personal attributes</p> <ul style="list-style-type: none"> • High level interpersonal, leadership, representation and communication skills; • A well developed work ethic including a commitment to achieving work goals in a timely manner. • Exemplary ethical standards and a commitment to role modelling leadership and professionalism in the workplace. • Resilience, self reliance and professional maturity, including the ability to maintain a constructive approach to work and interpersonal dealings, particularly during times of pressure. • Commitment to team work, coaching and mentoring other people; |

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| | <ul style="list-style-type: none"> • Ability to cope with cultural isolation and a standard of living that may be different; • Patience, tolerance and flexibility; • The ability to live and work in a new cultural setting; • A preparedness to work with limited resources within a challenging environment. |
| Remuneration: | <ul style="list-style-type: none"> • A supplementary allowance of AUD\$130,000 per annum will be provided to the deployee by AusAID via Australian Volunteers International; • The deployee and accompanying dependents, where applicable, will be provided with airfares at the commencement and completion of the placement, plus basic travel insurance and emergency evacuation insurance; • A dependant child allowance to a maximum of AUD\$15,600 per annum in total for a maximum of two accompanying dependant children~. • An establishment allowance of at least AUD\$7,200* will be provided to assist with pre-departure medical, vaccinations, relocation costs, passport fees and costs of setting up in-country; • A return allowance of at least AUD\$2,400* to assist with the return transportation of goods to home and return medical/s will also be provided; <p>~Allowance is set dependant upon the number of accompanying children. *Allowance will vary depending on whether deployees are single or accompanied.</p> |
| Accommodation and utilities | <p>The deployee will receive an Accommodation Allowance of \$14,400 per annum, provided to the deployee by AusAID via Australian Volunteers International; Utilities (gas, electricity, water and telephone) are at the expense of the deployee.</p> |
| Work hours/days | <p>Official work hours are 8 am to 4 pm.</p> <p>Sick leave provision for Tuvalu Government employees in 10 working days per annum.</p> <p>Annual leave provisions is 30 working days per annum In addition Tuvalu observes a number of public holidays.</p> |
| Additional information | <p>Deployees and any accompanying dependents will take part in a pre-departure briefing run by Australian Volunteers International in Melbourne;</p> <p>Additional support will be given to the deployee by Australian Volunteers International's Melbourne based PACTAM Project coordinator for Tuvalu. Apart from communications via letter, email, telephone and fax, the PACTAM Project coordinator will meet at least once with the deployee in country;</p> <p>Confirmation of appointment is subject to:</p> <ul style="list-style-type: none"> ➤ <i>Formal approval from AusAID and the employer;</i> ➤ <i>Procurement of visa and work permits;</i> ➤ <i>A satisfactory medical examination for the applicant and accompanying dependants;</i> ➤ <i>A satisfactory criminal record check by the Australian Federal Police for the applicant and all accompanying adults;</i> <ul style="list-style-type: none"> • Professional Indemnity insurance will be discussed at interview. |

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| Background | <p>Australian Volunteers International is an Australian based non-government aid agency primarily involved with the provision of technical assistance to developing countries. The Government of Tuvalu has asked for assistance in recruiting and supporting the above position through the Pacific Technical Assistance Mechanism (PACTAM).</p> <p>PACTAM is funded by the Government of Australia through its official Aid Agency, AusAID, and is managed by Australian Volunteers International.</p> <p>PACTAM places skilled personnel to work with Host Organisations within the Pacific Region to assist in meeting their human resources needs, and to respond to emerging development needs.</p> |
| Applications | <p>This assignment description contains information AVI has obtained from the employer at this point of time and is subject to change.</p> <p>Applications are preferred via our on-line application form. If you are applying by email, please type the position number in the subject line of your message.</p> <p>In your cover letter, please address the selection criteria outlined in the assignment description. A current curriculum vitae, including the names and contact details of one personal and two professional referees and copies of your formal qualifications should also be attached. Referees will not be contacted without prior consent.</p> <p>Posted applications should be addressed to:- Recruitment Services Australian Volunteers International PO Box 350 Fitzroy VIC 3065 Fax: (03) 9419 0976 E-mail: recruit@australianvolunteers.com</p> <p>Australian Volunteers International is strongly committed to protecting the rights of children. We adhere to laws in Australia and foreign countries regarding child exploitation and support Childwise and ECPAT International.</p> |