



Vacancy Notice No. 1

Opening Date:	12 th April, 2019
Closing Date:	30 th April, 2019
Job Title:	Head of International Co-operation
Department/Unit:	International Co-operation Unit (ICU)
Position Type:	Full-Time
Other Details:	One Year Probationary Period

Role Summary:

The successful applicant will assist the Director in planning, organizing, and directing the activities of matters related to international tax information exchange ensuring the efficient and effective operation and management of the International Tax Authority; role is identified as the de facto Deputy Director of the ITA.

Minimum Qualifications & Experience:

- Bachelor's Degree in International Affairs/Business, Law, Economics, Social/Political Science or a related field.
- Five (5) to Six (6) years of experience in Law, International Tax Matters, Financial Services Industry and/or related area.

Main Responsibilities:

1. Advise the Director, International Tax Authority in relation to international tax matters as they relate to exchange of information.
2. Co-ordinate and oversee the activities of the International Co-operation Unit and assist with organizing other structures and mechanisms within the International Tax Authority.
3. Provide assistance in the negotiations and implementation of international tax matters and other international standards.
4. Co-ordinate meetings and, as necessary, tax negotiations and requests with International countries and counterparts.
5. Research and identify potential treaty partners that would benefit the development of the Financial Services Industry of the Virgin Islands.
6. Assist with monitoring the development of the international tax arena and the international standards to create local policies that would ensure coherence with those that are set globally.
7. Prepare various correspondence, Cabinet Papers and reports and assist in drafting materials for local and international publication.
8. Plan, develop and oversee the implementation of projects and assist with the co-ordination of functions and activities relative to international tax policy development, planning and regulations by identifying areas requiring legislation or amendments to legislation.
9. Provide assistance and training to authorized officers and staff in respect of complex and difficult matters arising from Exchange of Information and other international tax matters.
10. Prepare reports and statistics to keep the Director and Board abreast of the operations and matters within the Unit of responsibility.
11. Act in the absence of the Director of the International Tax Authority.

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12. Assist with the preparation and submission of Performance Planning and Appraisal Reports for all staff within Unit of responsibility.
13. Any other related duties as may be required by Director in order to contribute to the effective and efficient function of the International Tax Authority.

Knowledge and Skills:

- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of applicable laws, regulations and policies
- Sound knowledge of the use of standard office equipment and computer applications
- Excellent knowledge of government and international politics, policies and procedures, financial regulations, public regulations and international affairs
- Excellent knowledge of Virgin Islands laws relating to Financial Services and the operations of the International Tax Authority.
- Good knowledge of quantitative research methods and data analysis
- Good knowledge of international affairs and global political and economic issues
- Excellent oral and written communication skills
- Excellent analytical and decision making skills
- Sound interpersonal, organizational and time management skills
- Sound leadership and management skills

HOW TO APPLY

The cover letter and resumes of interested candidates should be submitted to the Board of the International Tax Authority at the below address by the closing date.

**Chairman, Board of the International Tax Authority
c/o Director, International Tax Authority
Omar Hodge Building, 2nd Floor
Road Town, Tortola
British Virgin Islands VG1110**

Or by Email: BVITA@gov.vg

Applicants should submit the Employment Application with a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications /diplomas /licenses, along with a police certificate from your place of residency.

Important Notice: Qualified candidates who are considered for potential employment with the International Tax Authority may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify an individual from employment with the International Tax Authority.