



Vacancy Notice No. 2

Opening Date:	24 th June, 2019
Closing Date:	8 th July, 2019
Job Title:	Head of Compliance Unit
Department/Unit:	Compliance Unit (CU)
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 related to compliance with international standards to facilitate information exchange ensuring the efficient and effective operation and management of the International Tax Authority.

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 on matters of compliance with common reporting standards and other applicable regulations and obligations.
2. Assess existing compliance regime, identify areas in law for amendment or revision as needed to ensure compliance with international standard and assist with organizing other structures and mechanisms within the International Tax Authority.
3. Stay current with emerging compliance issues and discuss with the Director and compliance unit as required.
4. Develop and direct an annual strategy and plan for compliance examinations/inspections in consultation with the Director to ensure adequate coverage of relevant Financial Institutions and to meet international standards.
5. Develop compliance examination procedures manual(s) and co-ordinate examinations according to established processes or procedures.
6. Monitor compliance programs and systems to ensure their efficiency and effectiveness; review examination work to ensure objectives are achieved and that adequate documentation is maintained to support compliance activities.
7. Prepare reports based on compliance examinations and quarterly reports on the overall compliance plan and programs.
8. Prepare various correspondence and Cabinet Papers and assist in drafting materials for local and international publication.
9. Provide supervision and training to authorized officers and staff in relation to current changes or updates in the regulatory environment and on established policies, processes, procedures and systems.
10. Monitor the collection of registration and filing fees for FATCA (Foreign Accounts Tax Compliance Act) to ensure compliance with international agreements, laws and policies.

11. Prepare reports and statistics to keep the Director and Board abreast of the operations and matters within the Unit of responsibility.
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: BVIITA@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.