



Vacancy Notice No. 3

Opening Date:	12 th April, 2019
Closing Date:	30 th April, 2019
Job Title:	Head of Support Services
Department/Unit:	Support Services Unit (SSU)
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; accounting, human resources, administration etcetera, which facilitate and support the efficient and effective operation and management of the International Tax Authority.

Minimum Qualifications & Experience:

- Bachelor's Degree in Accounting/Finance, Business Administration, Management or a related field.
- Five (5) to Six (6) years of experience in Management, Accounting and/or related area.

Main Responsibilities:

1. Advise the Director, International Tax Authority in relation to human resource, accounting and all administrative matters to contribute to strategic plan reviews and change processes.
2. Co-ordinate the activities of the Support Services Unit and assist with organizing other structures and mechanisms within the International Tax Authority.
3. Oversee the accounting function including the reconciliation of bank accounts; the preparation of forms, budgets, journals, ledgers and registers; and issue of financial reports and statements.
4. Oversee the human resources function including the maintenance of personnel records; compliance with employment laws and HR policies, preparation of forms, the education of staff on HR policies and approaches.
5. Manage the daily operations of the Support Services Unit and supervise its staff to facilitate the smooth and efficient operation of the International Tax Authority.
6. Monitor incoming correspondence to remain current with wide range of information and assist as needed to facilitate timely information flow.
7. Oversee the management and maintenance of inventory and records to ensure availability of resources and efficient and effective function.
8. Prepare various correspondence, Cabinet Papers and reports and assist in drafting materials for local and international publication as needed.
9. Plan, develop and oversee the implementation of projects and assist with the co-ordination of functions and activities relative to human resource, accounting and administrative policies development by identifying areas for.
10. Provide supervision, assistance and training to relevant staff in respect of difficult matters related human resource management, accounting, administrative or other areas arising from day to day operations.
11. Prepare reports and statistics to keep the Director and Board abreast of the operations and matters within the Unit of responsibility.
12. Prepare and negotiate service contracts/agreements and monitor services provided to ensure value for money.

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13. Assist with the preparation and submission of Performance Planning and Appraisal Reports for all staff of the International Tax Authority.
14. 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 including accounting software
- Good knowledge of human resource policies, procedures and practices
- Proven knowledge of bookkeeping and accounting principles, standards and methods
- 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.