



Vacancy Notice No. 4

Opening Date:	24 th June, 2019
Closing Date:	8 th July, 2019
Job Title:	Legal Counsel
Department/Unit:	Legal Unit (LU)
Position Type:	Full-Time
Other Details:	One Year Probationary Period

Role Summary: The successful applicant will provide professional legal support and advice for cases arising from international tax matters and any day to day functions, as well as prosecute cases to maintain the integrity of the legal system, facilitate the efficient and effective operation and management of the International Tax Authority and its compliance with applicable laws, regulations and policies.

Minimum Qualifications & Experience:

- Bachelor's Degree in Law or an equivalent
- Bar Professional Training Course Certificate (BPTC)
- Admitted to the BVI Bar or imminent call or other common law bar qualifications
- Five (5) to Seven (7) years of experience (court proceedings and criminal prosecutions) after qualification

Main Responsibilities:

1. Serve as counsel in the Courts and represent the International Tax Authority during trials in order to maintain the activities of the Court.
2. Prepare cases, draft charges and arguments, letters, opinions and legal documents as well as manage the preparation, filing and service of documents.
3. Provide legal advice for the all officers within the International Tax Authority.
4. Ensure the processes and procedures of the International Tax Authority, particularly the issuance of Notices, are done in accordance with the law and international standard.
5. Prepare matter for prosecution and manage the process by communicating with the Police Department and the Director for Public Prosecutions.
6. Review/evaluate laws to ensure compliance with international standards; draft new legislation for review and approval.
7. Draft Cabinet Papers and other papers for consultation and further processing of the Minister on the subject.
8. Manage all matters related to fines, penalties and fees by ensuring that the legislative provisions are in place to accommodate these and that the provisions in place are applied in accordance with the law.
9. Attend and participate in relevant workshops and seminars and assist in presentations when requested in order to represent the International Tax Authority and ensure awareness of up to date legislation, knowledge and information.
10. Serve on various committees as required.
11. 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:

- Expert knowledge of Government structure, policies and procedures
 - Sound knowledge of applicable statutes and statutory interpretation
 - Sound knowledge of the use of standard office equipment and computer applications
 - Sound knowledge of court proceeding and criminal prosecutions
 - Sound skills in legal research and interpreting legislation
 - Excellent oral and written communication skills
 - Excellent attention to detail within large amounts of data
 - Excellent analytical and negotiation skills
 - Sound interpersonal, organizational and time management skills
 - Ability to work under pressure
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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.