



## JOB POSTING

October 2018

Applications are invited from suitably qualified individuals to fill the following positions in **Tax Administration Jamaica** as listed below:

### Legal Support Division

1. **Senior Tax Counsel (Level 8)**, salary range \$4,459,432 – 5,484,539 per annum and any applicable allowance(s); **(2 positions – Kingston)**
  - **Civil Litigation** - **(1 position)**
  - **Advisory Services** - **(1 position)**
  
2. **Tax Counsel (Level 7)**, salary range \$3,453,263 – 4,247,078 per annum and any applicable allowance(s); **(3 positions – Kingston)**
  - **Advisory Services** - **(1 position)**
  - **Criminal & Civil Litigation** - **(1 position)**
  - **Legislation** - **(1 position)**

### Operations Division

3. **Assistant General Manager-Collector of Taxes (Level 8)**, salary range \$4,459,432 – 5,484,539 per annum and any applicable allowance(s); **(1 position – Cross Roads Tax Office)**

### Management Services Division

4. **Industrial Relations & Welfare Officer (Level 6)**, salary range \$2,674,113-3,288,822 per annum and any applicable allowance(s); **(1 position – Kingston)**

=====

## **JOB DESCRIPTIONS**

### *Senior Tax Counsel – Litigation (Level 8)*

#### **JOB PURPOSE**

To provide specialized legal services to Tax Administration Jamaica through legal representation/advocacy in civil or criminal tax matters to mitigate the risk of revenue loss and the protection and enhancement of the revenue; provide advice in respect of court action and other compliance related activities and advise and guide Managers in the Tax Offices on court procedures.

## **KEY RESPONSIBILITY AREAS**

### ***Technical and Professional Duties***

- Conducts in-depth legal research in respect of the tax laws, common law, codes of procedure and relevant non-tax statutes to support court cases;
- Represents the Revenue in civil and/or criminal litigation matters before the Resident Magistrate's Court and the Revenue/Supreme Court;
- Conducts pre trial conferences and prepares case files;
- Argues cases involving issues arising from nine (9) major tax types created by eight (8) principal pieces of tax legislation;
- Provides interpretation of the eight (8) principal pieces of tax legislation and the application of the relevant civil and/or criminal procedure as well as local and commonwealth case law;
- Provides advice and representation as required in connection with one hundred (100) additional pieces of legislation in respect of which tax Administration Jamaica exercises compliance or other authority;
- Provides advice for the efficient and effective use of the settlement process, in appropriate cases, for the mitigation of the risk of revenue loss and to facilitate maximum collection of taxes;
- Provides guidance and support for the Collection and Enforcement activities of the Revenue;
- Provides legal advice and representation for stakeholders within Tax Administration Jamaica, on issues and procedures relevant to debt management, liquidation and receivership, seizure and disposal of assets;
- Provides advice to employees on preparation of affidavits, witness statements and other documents required in connection with Court matters;
- Assists with the preparation of employees for Court appearances and for the giving of oral evidence before Courts in Jamaica;
- Represents the Chief Tax Counsel at multi-disciplinary interdepartmental and inter-ministerial committees, boards and panels, having responsibility for issues connected with various tax types as required;
- Participates in the delivery of structured training to the staff of Tax Administration Jamaica on the law and practice relevant to all tax types with particular reference to debt management, liquidation and receivership, seizure and disposal of assets, disposal of property, estates, conveyances, transactions of business entities and the gathering, handling and presentation of evidence;
- Participates in the provision of guidance and structured training to audit and compliance staff on the preparation and management of court cases;
- Participates in the delivery of lectures on revenue law as well as litigation and enforcement related topics to future Tax Administrators and Revenue Agents under the TAJ post-graduate scholarship programme (TARA);
- Assists with the guidance of TAJ on legal and practical issues relevant to the development and drafting of manuals, guidelines and standard operating procedures for collection, enforcement and other statute based mechanisms for the protection of the Revenue;
- Provides advice, support and guidance to stake holders within Tax Administration Jamaica on issues relevant to court procedures and litigation;
- Provides advice and support to the Chief Tax Counsel – Civil or Criminal Litigation on issues relevant to litigation;
- Participates in the-negotiation for out of court settlements with taxpayers as requested;
- Prepares all required reports in the stipulated formats and submits by the due dates;
- Performs other related duties assigned by the Chief Tax Counsel - Civil or Criminal Litigation.

=====

***Senior Tax Counsel – Advisory Services (Level 8)***

## **JOB PURPOSE**

Senior Tax Counsel, Advisory is responsible for researching and providing guidance and advice to officers within Tax Administration Jamaica on contractual and tax matters.

## **KEY RESPONSIBILITY AREAS**

### ***Technical and Professional Duties***

- Drafts, examines and amends contracts for the supply of goods and/or services for TAJ;
- Drafts, examines and amends Memoranda of Understanding (MOU), other legal documents and forms;
- Advises the Commissioner General on how to exercise his/her discretion with respect to exemptions, waivers and tax remissions;
- Examines application and supporting documents and provides advice to assist the Commissioner General in making a determination whether to grant/deny tax exemptions in accordance with the relevant Section of the Income Tax Act;
- Examines documentation and provides advice/opinion and exemptions on matters related to Superannuation Funds in accordance with the relevant Section of the Income Tax Act;
- Provides opinion/advice to assist the Minister in making a determination as to whether to grant/deny tax exemptions on donations to educational or charitable institutions;
- Provides advice on charitable organizations' eligibility for GCT refund pursuant to the GCT Act;
- Examines constituting or other documents of entities/Trusts to determine their conformity to the requirements of the statutes;
- Recommends amendments to the constituting documents of organizations not in conformity with the statutes;
- Drafts Income Tax Exemption Orders for submission to the Minister;
- Conducts training sessions within Tax Administration Jamaica on changes in legislation, interpretation of the tax law and court procedures;
- Provides legal advice to the Customs Broker Licence Advisory Board (CBLAB);
- Examines complaints of a disciplinary nature, advises on evidence to procure and determines sufficiency of evidence to lay charges where necessary;
- Drafts charges and advises on serving procedures for Hearing;
- Provides opinions to the Attorney General Department in relation to motor vehicle accidents, personal injury and damage or loss to property;
- Drafts Cabinet Submission seeking Cabinet's approval for some activities under the purview of Property Management and Procurement;
- Represents the Department at meetings with stakeholders;
- Conducts detailed research on tax related issues;
- Prepares reports in the stipulated format and submits by the due dates;
- Provides guidance to the Legal Counsel on legal issues;
- Performs other related duties assigned by the Chief Tax Counsel - Advisory.

## **REQUIRED COMPETENCIES**

### **Specific Knowledge**

- Excellent knowledge of all the relevant tax laws and regulations;
- Knowledge of commercial laws and practices;
- Good knowledge of Tax Administration Jamaica operation and functions;
- Working knowledge of the Government of Jamaica Staff Orders;
- Working knowledge of computer systems and the relevant applications.

### **Required Skills and Specialized Techniques**

- Excellent analytical and reasoning skills;
- Excellent communication skill;

- Excellent time management skill;
- Good interpersonal and team skills;
- Ability to take initiative and work independently.

### **Qualifications and Experiences**

- Bachelor's Degree in Law ;
- Certificate of Legal Education;
- Five (5) years work related experience.

### **WORKING CONDITIONS**

- Normal office environment;
- Travel (25%).

=====

### ***Tax Counsel- Advisory Services (Level 7)***

### **JOB PURPOSE**

To research and provide guidance, advice/opinion to the Chief Tax Counsel, Advisory, other Officers within Tax Administration Jamaica (TAJ) and the Ministry of Finance on contracts and the tax laws.

### **KEY RESPONSIBILITY AREAS**

#### ***Technical and Professional Duties***

- Drafts, examines and amends contracts for the supply of goods and/or services for TAJ;
- Drafts, examines and amends Memorandum of Understanding (MOU), other legal documents and forms;
- Advises the Commissioner General on how to exercise their discretion with respect to exemptions, waivers and tax remissions;
- Examines applications and supporting documents and provides advice to assist the Commissioner General on decision making to grant/deny tax exemptions in accordance with the relevant Section of the Income Tax Act;
- Examines documentation and provides advice/opinion on exemptions on matters related to Superannuation Funds in accordance with the relevant Section of the Income Tax Act;
- Provides opinion/advice to assist the Minister in making a determination whether to grant/deny tax exemptions on donations to educational or charitable institutions;
- Provides advice on charitable organizations' eligibility for GCT refund pursuant to GCT Act;
- Examines constituting or other documents of entities/Trusts to determine their conformity to the requirements of the statutes;
- Recommends amendments to the constituting documents of organizations not in conformity with the statutes;
- Drafts Income Tax Exemption Orders for submission to the Minister;
- Conducts training sessions within Tax Administration Jamaica on changes in legislation, interpretation of the tax law and court procedures;
- Provides legal advice to Customs Broker Licence Advisory Board (CBLAB)
- Examines complaints of a disciplinary nature, advises on further evidence to procure and determines sufficiency of evidence to lay charges where necessary;
- Drafts charges and advises on serving procedures for Hearing;

- Provides opinions to the Attorney General Department in relation to motor vehicle accidents, personal injury and damage or loss to property and;
- Drafts Cabinet Submission seeking Cabinet's approval for some activities under the purview of Property Management and Procurement;
- Represents the Department at meetings with stakeholders;
- Conducts detailed research on tax related issues;
- Prepares and submits reports in the stipulated formats and submit by the due dates;
- Performs other related duties assigned by the Chief Tax Counsel - Advisory.

### **REQUIRED COMPETENCIES**

#### **Specific Knowledge**

- Excellent knowledge of all the relevant tax laws and regulations;
- Knowledge of commercial laws and practices;
- Good knowledge of Tax Administration Jamaica operations, functions and Code of Conduct;
- Working knowledge of computer systems and the relevant applications;

#### **Required Skills and Specialized Techniques**

- Excellent analytical and reasoning skills;
- Excellent communication interpersonal and team skills;
- Excellent time Management skill;
- Ability to take initiative and work independently;

#### **Qualifications and Experiences**

- Bachelor's Degree in Law;
- Certificate of Legal Education;
- Three (3) years related experience.

### **WORKING CONDITIONS**

- Normal office environment;
- Travel (20%).

=====

### ***Tax Counsel – Litigation (Level 7)***

### **JOB PURPOSE**

To prepare tax cases, represent Tax Administration in court, advise and guide employees in the Tax Offices on court procedures and the application of the law and participate in the development and implementation of mechanisms and systems for the encouragement of voluntary compliance and sustainable collections.

### **KEY RESPONSIBILITY AREAS**

#### ***Technical and Professional Duties***

- Conducts in depth legal research in respect of the tax laws, common law, codes of procedure and relevant tax statutes to support court cases;
- Represents Tax Administration Jamaica in tax related civil and/or criminal litigation matters before the Resident Magistrate's Court, Revenue/Supreme Court and Court of Appeal;
- Assists in the preparation of pre trial conferences and prepares case files;

- Provides interpretation of the eight (8) principal pieces of tax legislation and the application of the relevant civil and/or criminal procedure as well as local and commonwealth case law;
- Provides advice and representation as required in connection with 100 pieces of legislation in respect of which Tax Administration Jamaica exercises compliance or other authority;
- Provides advice for the efficient and effective use of the settlement process, in appropriate cases, for the mitigation of the risk of revenue loss and to facilitate maximum collection of taxes;
- Provides advice, support and guidance to stake holders within Tax Administration on issues relevant to court procedures and litigation;
- Assists in providing guidance and support for the collection and enforcement activities of the Revenue;
- Provides advice and support to the Chief Tax Counsel - Litigation on issues relevant to litigation;
- Participates in negotiation processes for out of court settlements with taxpayers;
- Provides advice and representation for stakeholders within Tax Administration Jamaica on issues and procedures relevant to debt management, liquidation, receivership, seizure and disposal of assets;
- Provides advice to relevant staff members on the preparation of affidavits, witness statements and other documents required in connection with court matters;
- Prepares relevant staff members for court appearances and for the giving of oral evidence before the Courts of Jamaica;
- Participates in the delivery of structured training to the staff of Tax Administration Jamaica on the law and practices relevant to all tax types with particular reference to debt management, liquidation and receivership, seizure and disposal of assets, disposal of property, estates, conveyances, transactions of business entities and the gathering, handling and presentation of evidence;
- Participates in the provision of guidance and structured training to Audit and Compliance staff on the preparation and management of court cases;
- Participates in the delivery of lectures on revenue law as well as litigation and enforcement related topics to future Tax Administrators and Revenue Agents on the TAJ post-graduate scholarship programme Tax Audit and Revenue Administration (TARA);
- Assists in guiding TAJ on legal and practical issues relevant to the development and drafting of manuals, guidelines and standard operating procedures for collection, enforcement and other statute based mechanism for the protection of the revenue;
- Prepares all required reports in the stipulated formats and submit by the due dates;
- Performs other related duties assigned by the Chief Tax Counsel – Civil/ Criminal Litigation.

## **REQUIRED COMPETENCIES**

### **Specific Knowledge**

- Excellent knowledge of the various laws that govern taxation;
- Good knowledge of Jamaican criminal and civil law and procedures;
- Good knowledge of the Constitution;
- Working knowledge of commercial law and practices;
- Knowledge of Tax Administration Jamaica operations and functions;
- Working knowledge of the Government of Jamaica Staff Orders and the Department's Code of Conduct;
- Working knowledge of computer systems and the relevant applications;

### **Required Skills and Specialized Techniques**

- Good analytical, advocacy and planning skills;
- Good judgement, decision-making and problem-solving skills;

- Good time management skill;
- Good communication and interpersonal skills;
- Good negotiation skills.

### **Qualifications and Experiences**

- Bachelor's Degree in Law;
- Certificate of Legal Education;
- Three (3) years' experience in litigation.

### **WORKING CONDITIONS**

- Normal office environment;
- Precautions have to be taken for personal security as a result of court actions;
- Irregular working hours at times;
- Numerous critical deadlines;
- Travel (50% - 70%).

---

### ***Tax Counsel – Legislation (Level 7)***

### **JOB PURPOSE**

To amend, draft and assist with the development of tax legislation; prepare Cabinet Submissions; participate in the negotiation of bilateral and multilateral treaties and agreements and represents Tax Administration Jamaica (TAJ) at tax related meetings and conferences.

### **KEY RESPONSIBILITY AREAS**

#### ***Technical and Professional Duties***

- Prepares Cabinet Submissions and notes for Cabinet on taxation issues;
- Represents Tax Administration and defends new tax related legislation before Cabinet's legislation Committee;
- Participates in the process of development and amendment of domestic tax laws
- Collaborates with the Tax Policy Division of the Ministry of Finance for the development of tax legislation;
- Advises the Tax Policy Unit and the TAJ Executive on legal and administrative implications of proposed tax measures;
- Prepares and issues drafting instructions to Chief Parliamentary Counsel (CPC);
- Prepares Cabinet and Legislation Committee Submissions, briefs for the Minister, Leader of Government Business in the House of Representative and Senate, to facilitate the passage of legislation;
- Keeps abreast of tax related issues that arise in international tax fora which affect the operations of Government entities external to the Revenue such as the Companies Office ;
- Attends the meetings of the Legislation Committee when drafts of legislative proposals are being presented;
- Assists in the provision of oral and written guidance to the Minister or the Leaders of Government Business in the House of Representatives and the Senate, during and in preparation for sittings of those bodies, to facilitate Parliamentary debate;
- Participates in the delivery of structured training to staff of Tax Administration Jamaica on the law and practice relevant to all tax types with particular reference to international tax issues, double taxation, customs laws, treaties, statutory provisions and domestic legislations;

- Participates in the guidance and structured training to audit and compliance staff on the development and management of legislations;
- Delivers of lectures on revenue laws as well as legislation, treaties and international tax related topics to future Tax Administrators and Revenue Agents (TARA) under the TAJ post-graduate scholarship programme;
- Participates in the guidance of TAJ's Executives and staff on legal and practical issues relevant to the development and drafting of manuals, guidelines and standard operating procedures for collection, enforcement and other statute based mechanisms for the protection of the Revenue;
- Initiates and ensures the gazetting of new legislation within the prescribed time;
- Provides interpretation of tax legislation;
- Peruses statutory instruments, ensures they conform to the dictates of the law before submitting them for gazetting;
- Participates in the preparation for negotiating and deliberating of bilateral and multilateral tax related Treaties and Agreements;
- Assists in the development of domestic legislations to keep abreast of international developments and associated external demands;
- Prepares and submits reports;
- Performs other related duties assigned by the Chief Tax Counsel – Legislation.

### **REQUIRED COMPETENCIES**

#### **Specific Knowledge**

- Comprehensive knowledge of International Tax and Customs Laws;
- Working knowledge of the various laws that govern taxation, legislative processes, treaties and trade agreements;
- Working knowledge of computer systems and the relevant applications;
- Good knowledge of Tax Administration Jamaica's operations, functions and Code of Conduct.

#### **Required Skills and Specialized Techniques**

- Excellent analytical, negotiating and planning skills;
- Excellent communication and interpersonal and team skills;
- Excellent judgement, decision-making and problem-solving skills;
- Good time management skill.

#### **Qualification and Experiences**

- Bachelor's Degree in Law;
- Certificate of Legal Education;
- Three (3) years' experience in the field of legislation.

### **WORKING CONDITIONS**

- Normal office environment;
- Irregular and unscheduled working hours at times;
- Overseas and local travel (25-35%);
- Numerous critical deadlines.



=====

*Assistant General Manager, Collector of Taxes, Cross Roads (Level 8)*

**JOB PURPOSE**

To plan, coordinate and manage all the activities of a Large Tax Office with respect to the receipt and processing of tax returns, collection of revenue, enforcement of compliance for delinquencies of payments and tax returns and a wide range of taxpayer services.

**KEY RESPONSIBILITY AREAS**

*Management and Administrative Duties*

- Provides leadership, support and guidance to staff to ensure that the Tax Office is effectively managed;
- Guides the development of the Operation and Work Plans with the supporting budget for the Tax Office, ensuring that all the relevant activities to be under taken and required resources are considered and that expenditures are made within the budgetary allocations;
- Plans, coordinates and directs all the activities of the functional areas;
- Establishes and enforces standards and rules of professional conduct for staff within the Tax Office in order to maintain the highest degree of confidence in its integrity and efficiency;
- Ensures that staff is aware of and operates in accordance with all the relevant laws, policies, regulations and procedures;
- Ensures staff has sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Maintains effective working relations with internal and external stakeholders ensuring that the Tax Office provides a consistently high level of service.

*Technical and Professional Duties*

- Maintains knowledge of current Tax Laws and Regulations;
- Provides a wide range of taxpayer assistance and service including :
  - ✓ Assistance to ensure accuracy and completeness in filing Returns/applications,
  - ✓ Responding to queries on related matters,
  - ✓ Providing problem resolution process to speedily and effectively address taxpayers grievances;
- Maintains up to date taxpayer accounts records including payment information;
- Manages revenue collection and compliance programmes which involves :
  - ✓ Monitoring and evaluating programmes implemented,
  - ✓ Ensuring that collections are made and accounted for in accordance with the FAA Act, lodging to the Consolidated Fund, National Insurance and Human Employment and Resource Trust (HEART) Funds daily,
  - ✓ Maintaining accurate and up-to-date taxpayer accounts;
- Formulates and vigorously pursues strategies for promoting and enhancing voluntary compliance by taxpayers;
- Establishes and maintains accounts and compliance activities designed to ensure collection of all revenue due and enhance voluntary compliance with future filing and payment requirements;
- Monitors the operations of the computer systems which include the Cash Remittance, Property Tax, Motor Vehicle and Statutory Tax Accounting systems;
- Administers a wide range of audit programmes involving the classification, selection and audit of tax returns;
- Processes application for motor vehicle drivers licences and issues licences to ensure adherence to the Road Traffic Act;

- Monitors the issuance of motor vehicle titles ensuring that :
  - ✓ Vehicles being registered and licensed conform with the Customs Act,
  - ✓ Fraudulent transfer of motor vehicles is prevented;
- Coordinates and secures legal advice whenever necessary for legal enforcement problems from the Legal Support Division;
- Prepares and submits reports on all functional areas to The Programmes Branch in order to facilitate the development of programmes;
- Collaborates with the RSC to design and execute a comprehensive taxpayer information and education programme;
- Recommends the dissemination of information through newspapers, radio, television, seminars and Tax Administration publications to help taxpayers fulfil their obligations;
- Provides information, advice to the General Manager about the most important activities and issues affecting the Office;
- Oversees regular consultation with stakeholders to provide information and seeks reactions to improve service and address critical challenges;
- Ensures that appropriate policies and procedures are developed and implemented in all functional areas in order to ensure consistency, efficiency in the administration of the revenue laws;
- Ensures that the floor in the Tax Office is properly managed;
- Implements and maintains problem resolution (Grievance) processes to investigate taxpayers' complaints
- Performs other related duties assigned by the General Manger.

#### ***Human Resource Management Duties***

- Develops and manages the Tax Office's HR plan that addresses staff requirements and succession planning and liaises with the General Manager/Collector of Taxes, RSC;
- Participates in the recruitment of staff for the Tax Office and ensures that they are aware of and adhere to the policies and procedures of the Department;
- Conducts periodical reviews of supervisees in accordance with the Work Plan;
- Completes final performance assessments and recommends appropriate training and development programmes as necessary;
- Initiates and participates in disciplinary proceedings relating to staff members in the Tax Office and implements corrective measures;
- Ensures that all TAJ values, especially integrity, are embraced by all staff within the Tax Office.

#### **REQUIRED COMPETENCIES**

##### **Specific Knowledge**

- Excellent knowledge of all the relevant tax laws, regulations and guidelines;
- Excellent knowledge of the Financial Administration and Audit (FAA) Act and other financial regulations and guidelines;
- Excellent knowledge of Tax Administration Jamaica's operations and functions;
- Good knowledge of human resources management and practices;
- Working knowledge of computer systems and the relevant applications;

##### **Required Skills and Specialized Techniques**

- Excellent decision-making, planning and organizing skills;
- Excellent judgement, and analytical skills;
- Excellent communication, interpersonal and team building skills;
- Excellent negotiating and/or advocacy skills;

- Very good time management skill;

### **Qualification and Experience**

- Master's Degree in Financial Management/Accounting, Business Administration or Management Studies or equivalent;
- Diploma in Tax Audit and Revenue Administration (TARA) would be an asset;
- Five (5) years work related experience with at least three (3) years in a senior management position.

### **WORKING CONDITIONS**

- Normal office environment;
- Irregular working hours;
- Travel (20%).

=====

## **Industrial Relations & Welfare Officer (Level 6)**

### **JOB PURPOSE**

To assist in planning and coordinating all industrial relations issues, designing and implementing social and welfare strategies to facilitate a harmonious working relationship in TAJ; facilitate an open channel of communication with staff members on human resource policies and procedures and provide information on changes to these policies which may be implemented.

### **KEY RESPONSIBILITY AREAS**

#### ***Technical and Professional Duties***

- Plans, coordinates and directs activities for the prevention of industrial disputes and grievances;
- Provides advice to staff in the prevention and resolution of industrial disputes and grievances;
- Monitors the implementation of dispute resolution strategies to ensure organizational compliance with relevant legislation, industrial instruments, organization and Government policy;
- Conducts research on Industrial Relations matters to ensure the continued update of policies in keeping with government and international standards;
- Liaises with the Legal Support Division regarding disciplinary, grievance, and other Industrial Relations issues;
- Recommends collective agreements on behalf of the employer of staff;
- Mediates and resolves conflicts within the Offices;
- Drafts charges and directs the arrangement of disciplinary hearings;
- Liaises with Disciplinary Committees and Union/Department Representatives to ensure completion of the disciplinary/grievance processes;
- Recommends innovative ways to address and solve industrial disputes;
- Liaises with internal stakeholders to assist in managing the people aspects of any restructuring within the organization, including redeployment, and separation;
- Researches and investigates concerns by managers, employees and unions/associations relating to employees' issues and determines strategies to address potential/alleged breaches of industrial policies or statutory entitlements;
- Investigates and reports accidents or incidents to the relevant persons/MDAs;
- Arranges and schedules meetings between grieving workers and supervisory/managerial personnel to investigate and resolve grievances;

- Monitors organizational change processes and ensures appropriate communication and consultation with employees and their representative unions/associations, to mitigate the risk of industrial disruption and ensures that the organization's priorities are met;
- Oversees the monitoring of employees' attendance, absenteeism and productivity and takes the necessary actions;
- Coordinates visits to different locations island-wide to gather information on the working conditions;
- Develops and monitors welfare programmes intended to improve the social, and physical environments of employees;
- Directs the staff to issue advisory on death announcements and funeral arrangements for staff and their immediate family members;
- Leads in the planning of Social Events such as Sports Day, Retirement Luncheons and Christmas Parties;
- Arranges and participates in sensitization sessions for staff on TAJ's HR policies;
- Prepares and submits accurate, concise monthly reports;

### **REQUIRED COMPETENCIES**

#### **Specific Knowledge**

- Excellent knowledge of the principles and practices of Industrial Relations;
- Excellent knowledge of Jamaica Labour Laws;
- Excellent knowledge of the TAJ's Code of Conduct, operations and functions;
- Knowledge of the operations and functions of TAJ;
- Working knowledge of computer systems and the relevant applications;
- Strong appreciation for the Public Services Regulations.

#### **Required Skills and Specialized Techniques**

- Excellent analytical, planning and organizing skills;
- Excellent decision-making and problem-solving skills;
- Excellent time management skill;
- Excellent communications, interpersonal and team building skills.

#### **Qualification and Experience**

- BSc in Human Resource Management/Industrial Relations/Social Work or the equivalent qualification;
- Professional Certificate in Industrial Relations;
- At least four (4) years' work related experience.

### **WORKING CONDITIONS**

- Normal office environment;
- Travel 40%.

=====

Interested persons are invited to submit applications with resumes no later than **Wednesday October 31, 2018 to:**

**The Recruitment Officer  
Tax Administration Jamaica  
NCB South Towers**

2 Oxford Road, 9<sup>th</sup> Floor  
Kingston 5

Applications will also be accepted via email: [sara.hr.recruit@taj.gov.jm](mailto:sara.hr.recruit@taj.gov.jm)

While we thank all applicants for their interest, only short-listed candidates will be contacted and previous applicants need not apply.

-End-