



JOB POSTING

September 2018

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

Operations Division

1. **Client Relationship Manager (Level 6)**, salary range \$2,674,113 – 3,288,822 per annum and any applicable allowance(s); **(1 position – Large Taxpayer Officer Montego-Bay)**
2. **Manager, Taxpayer Registration (Level 6)**, salary range \$2,674,113 – 3,288,822 per annum and any applicable allowance(s); **(1 position – Kingston)**
3. **Senior Taxpayer Accounts Officer (Level 5)**, salary range \$2,070,761-2,546,775 per annum and any applicable allowance(s); **(1 position- Port Antonio Tax Office)**
4. **Senior Valuer (Level 5)**, salary range \$2,070,761-2,546,775 per annum and any applicable allowance(s); **(1 position- Montego Bay Revenue Service Centre)**
5. **Senior Taxpayer Registration Officer (Level 4)**, salary range \$1,603,541 – 1,972,153 per annum and any applicable allowance(s); **(2 positions - Kingston)**
6. **Senior Excise Officer (Level 4)**, salary range \$1,603,541 – 1,972,153 per annum and any applicable allowance(s); **(5 positions - location listed below)**
 - New Yarmouth (Estate Distillery-Clarendon) (1 position)
 - Clarendon Distillers (Monymusk) (1 position)
 - J Wray & Nephew (1 position)
 - Petrojam (1 position)
 - Red Stripe (1 position)
7. **Collections Officer (Level 4)**, salary range \$1,603,541 – 1,972,153 per annum and any applicable allowance(s); **(2 positions – Locations listed below)**

(Kindly note that applications for the Collections Officer post will only be accepted from persons who are appointed in the Public Service.)

 - Kingston Revenue Service Centre (1 position)
 - Cross Roads Tax Office (1 position)
8. **Taxpayer Service Officer (Level 4)**, salary range \$1,603,541 – 1,972,153 per annum and any applicable allowance(s); **(1 position – Kingston Revenue Service Centre)**
9. **Valuer (Level 4)**, salary range \$1,603,541 – 1,972,153 per annum and any applicable allowance(s); **(2 positions –Locations are listed)**

- Kingston, Stamp Duty & Transfer Tax Unit (1 position)
 - Montego bay Revenue Service Centre (1 position)
10. **Excise Officer (Level 3)**, salary range \$1,241,739 – 1,527,182 per annum and any applicable allowance(s); (**7 positions** - locations listed below)
- New Yarmouth (Estate Distillery Clarendon) (4 positions)
 - Clarendon Distillers (Monymusk) (3 positions)
11. **Taxpayer Registration Officer (Level 3)**, salary range \$1,241,739 – 1,527,182 per annum and any applicable allowance(s); (**1 position** - Kingston)
12. **Quality Review Officer (Level 3)**, salary range \$1,241,739 – 1,527,182 per annum and any applicable allowance(s); (**1 position** - Kingston Revenue Service Centre)
13. **Batch Control Officer (Level 2)**, salary range \$961,569 – 1,182,608 per annum and any applicable allowance(s); (**1 position** – **Darliston Tax Office**)
14. **Secretary (Level 2)**, salary range \$961,569 – 1,182,608 per annum and any applicable allowance(s); (**1 position** – **Darliston Tax Office**)

Management Services

15. **Occupation Safety & Health Officer (OSH) (Level 6)**, salary range \$2,674,113 – 3,288,822 per annum and any applicable allowance(s); (**1 position - Kingston**)
16. **Performance and Recognition Management Officer (Level 6)**, salary range \$2,674,113 – 3,288,822 per annum and any applicable allowance(s); (**1 position - Kingston**)
17. **Senior Accountant – Final Accounts (Level 6)**, salary range \$2,674,113 – 3,288,822 per annum and any applicable allowance(s); (**1 position** – **Finance and Accounts Kingston**)
18. **Senior Records Officer (Level 3)**, salary range \$1,241,739 – 1,527,182 per annum and any applicable allowance(s); (**4 positions** - location listed below)
- Cross Roads Tax Office (1 position)
 - St Andrew Revenue Service Centre (2 positions)
 - Kingston Revenue Service Centre (1 position)

Legal Support Division

19. **Process Server (Level 2)**, salary range \$961,569 – 1,182,608 per annum and any applicable allowance(s); (**1 position - Kingston**)

Job Descriptions

Client Relationship Manager (Level 6)

JOB PURPOSE

To establish and maintain solid customer relationship by providing personalized service for the assigned large corporate clients within specified business sectors whose income exceeds One Billion Dollars (\$1B); while acting as a single point of contact between the clients and Tax Administration.

KEY RESPONSIBILITY AREAS

Technical and Professional Duties

- Conducts research in order to gain intimate knowledge about the nature, characteristics, operations and peculiarities of business sectors including clients' point of view so as to serve them effectively;
- Consults with industry specialists to ensure proper understanding of the context in which highly complex and sensitive corporations operate; identifies the issues that need to be addressed and brings significant issues to the attention of industry specialists;
- Prepares and conducts/facilitates presentations, seminars and workshops to inform and educate clients on the laws, regulations and procedures for effectively complying with tax laws and clients' obligations;
- Anticipates and makes recommendations to address clients' needs;
- Communicates with clients to provide relevant information and get feedback on their needs;
- Responds in a timely manner to all client requests and complaints;
- Provides excellent customer service with a positive attitude to every client, on every occasion;
- Manages the tax accounts of assigned clients by:
 - ensuring that accounts are reconciled, updated and accurate;
 - providing status of account information;
 - facilitating the use of electronic transactions and bank payment facilities by clients.
- Serves as liaison between the client and Tax Administration by:
 - managing the interface between the client and Tax Administration to eliminate conflicts and misunderstandings;
 - establishing and maintaining protocols for relationship between Tax Administration and the client;
 - facilitating the flow of documents/cheques between Tax Administration and client;

- dealing with TCC, zero rating, and property tax issues.
- Tracks, maintains and analyzes all statistical data related to assigned clients;
- Contributes to the presentation of briefs and position papers on highly complex and controversial issues and participates in public information sessions and industrial and professional seminars to promote public awareness and understanding of Tax Administration programmes and policies;
- Attends and participates in core team meetings of the various sectors;
- Participates in client meetings on an “as needed basis”;
- Performs other related duties assigned by the Assistant General Manager, Client Relationship.

REQUIRED COMPETENCIES

Specific Knowledge

- 1* Sound knowledge of tax laws, regulations and administration policies;
- 2* Thorough knowledge and experience in one or more of the principal Tax Administration functions of auditing, collections and debt management as well as taxpayer education and taxpayer services;
- 3* Sound knowledge of standard business operation and commercial practices (both local and international);
- 4* Good knowledge of computer systems and the relevant applications.

Required Skills and Specialized Techniques

- 5* Excellent decision-making and problem-solving skills;
- 6* Excellent time management skill;
- 7* Excellent communications and interpersonal skills;
- 8* Strong analytical, planning and organizing skills;
- 9* Good negotiation skills;

Qualification and Experience

- 10* BSc Degree in Business Administration or equivalent professional qualification;
- 11* Certificate in Customer Service;
- 12* Four (4) years work related work experience.

WORKING CONDITIONS

- 13* Normal office environment;
- 14* Travel (40% - 50%).

Manager, Taxpayer Registration (Level 6)

JOB PURPOSE

To plan, organize and manage the functions of Taxpayer Registration Unit; identify risks involved with the TRN system and solutions to mitigate against such; ensure that the security and integrity of the TRN database is maintained.

KEY RESPONSIBILITY AREAS

Management and Administrative Duties

- Provides leadership, support and guidance to all staff to ensure that the Unit is effectively managed;
- Guides the development of the Operation and Work Plans with the supporting budget for the Unit ensuring that all the relevant activities to be under taken and required resources are considered;
- Plans, coordinates and directs all the activities of the functional area;
- Establishes and enforces standards and rules of professional conduct for staff within the Unit in order to maintain the highest degree of confidence in its integrity and efficiency;
- Ensures staff is aware of and operates in accordance with all relevant laws and policies;
- Maintains effective working relations with external and internal stakeholders ensuring that the Unit provides a consistently high level of service;

Technical and Professional Duties

- Ensures standardization in the processing of TRN applications island-wide to ensure conformance to the registration process in keeping with SOPs and guidelines;
- Monitors annual work plans activities for the unit;
- Develops strategies for the collection of printed TRN cards;
- Develops strategies for cleaning and maintaining the integrity of the data base;
- Reviews operational systems in place and implement changes where necessary;
- Approves use of information for updating taxpayers account on database;
- Initiates and determines needs for taxpayer registration public relations activities;
- Authorizes the de-activation of TRNs;
- Monitors back-log scanning activities;
- Establishes and monitors user acceptance parameters to the TRN Database;
- Provides and monitors information for taxpayer registration on the web site;
- Prepares witness statements in respect of cases before the Courts;
- Attends court hearing and provides relevant information to and for authorized stakeholders;
- Establishes and maintains relationship with other government and non-governmental bodies which use or are affected by taxpayers' registration numbers;
- Collaborates with the relevant authorities regarding any breach;
- Performs any other job related duties assigned by the Chief, Records and Information officer.

REQUIRED COMPETENCIES

Specific Knowledge

- Comprehensive knowledge of the tax laws and regulations;
- Comprehensive knowledge of the objectives, policies, programmes and operations of Tax Administration Departments;
- Comprehensive knowledge of management principles and practices;
- Working knowledge of ICTAS and other relevant computer systems and applications.

Required Skills and Specialized Techniques

- Excellent communication and human relation skills;
- Good planning and organizing skills
- Decision making and analytical skills;

Qualifications and Experiences

- B.Sc. in Business Administration or Public Sector Management or related field;
- Four years work related experience;

WORKING CONDITIONS

- Normal office environment;
 - Traveling (30-40%).
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Senior Taxpayer Accounts Officer (Level 5)**JOB PURPOSE**

To adjust and correct taxpayers' accounts when irregularities and discrepancies are identified from Collections and Compliance as well as to correct failed transactions and failed returns of information captured by the cashiers.

KEY RESPONSIBILITY AREAS***Technical and Professional Duties***

- Initiates checks to ensure that all transactions and other input documentation affecting the status of taxpayers' accounts have been keyed and accepted by the system, ensuring the availability of current information;
- Monitors and corrects errors compiled on the Correction Data Sheet by Compliance, Taxpayer Service and Tax Collections;
- Monitors the taxpayers' ledger accounts to ensure that adjustments are timely and accurate;
- Verifies fail pool transactions by examining nature of failure and executes corrective actions;
- Makes adjustments to taxpayers' accounts in the ledgers;
- Checks Returns to ensure they are correctly filed and batches them;
- Records batches to be transmitted to the Decentralized Data Capture Facility (DDCF);
- Maintains refund ledgers;
- Assists with Taxpayer Service functions e.g. the registration and transfer of motor vehicles and the processing and issuing of motor vehicle titles;
- Makes corrections to the Property Tax System;
- Prepares accurate, comprehensive reports and submits to the relevant managers;
- Assists the Collection Officers with queries in relation to Tax Returns;
- Performs other related duties assigned by the Manager Taxpayer Accounts and Collection.

REQUIRED COMPETENCIES**Specific Knowledge**

- Comprehensive knowledge of all the relevant tax laws, regulations and guidelines;
- Good knowledge of Tax Administration Jamaica's operations, functions and Code of Conduct;
- Working knowledge of computer systems and the relevant applications.

Required Skills and Specialized Techniques

- Excellent decision-making, organizing, judgment, and analytical skills;
- Excellent communication and interpersonal skills;
- Very good time management skill.

Qualification and Experience

- Bachelor's Degree in Accounting, Business Administration or equivalent qualifications;
- At least three (3) years' experience in a related position.

WORKING CONDITIONS

- Normal office environment.

Senior Valuer (Level 5)**JOB PURPOSE**

To appraise real estate property on complex valuation cases for Transfers on death and Intervivos Transfers, settle objections to Valuation and advise the Manager on property appraisals. The Incumbent is also responsible for conducting research to determine the area stratification for valuation purposes.

KEY RESPONSIBILITY AREAS***Technical and Professional Duties***

- Appraise properties and prepares valuation report;
- Examines and interprets Sales Agreement, Transfers and Estate documents to verify accuracy of declared values;
- Assists in developing Operational Work Plan for the Unit;
- Conducts investigation and area analysis;
- Conducts caseload reviews;
- Settles complex objection cases;
- Represents TAJ in valuation matters at the Revenue Appeals Department;
- Conducts ad hoc valuation on properties for MOCA, FID and TAJ;
- Testifies in Court in a technical capacity for the Assistant General Manager, Audit and Assessment;
- Interprets the Stamp Duty and Transfer Tax Act and regulations used to carry out valuations;
- Provides guidance and support to Valuers;
- Assists in the training and development of staff
- Prepares and submits monthly reports;
- Performs other related duties as assigned by the Manager, Valuation/Assistant General Manager, Audit and Assessment.

REQUIRED COMPETENCIES**Specific Knowledge**

- Excellent knowledge in property valuation and RICS;
- Excellent knowledge of the Stamp Duty and Transfer Tax Acts;
- Excellent knowledge of the functions and operations of Tax Administration Jamaica;

- Working knowledge of relevant computer systems and applications;

Required Skills and Specialized Techniques

- Excellent analytical, planning and organizing skill;
- Excellent judgment, decision making and problem solving skills;
- Excellent time management skill;
- Excellent communication and interpersonal skills;
- Data collection skills.

Qualifications and Experiences

- B.Sc. in Land Economy and Valuation Surveying ;
- Three (3) years related work experience.

WORKING CONDITIONS

- Irregular working hours.
- Exposure to dust, dirt, inclement weather conditions
- Adverse social conditions.
- Travel (50%).

Senior Taxpayer Registration Officer (Level 4)

JOB PURPOSE

To support the Manager in protecting the integrity of Taxpayer Registration System. This includes monitoring the system, identifying risks, procedural breaches and taking corrective action(s) where necessary.

KEY RESPONSIBILITY AREAS

Technical and Professional Responsibilities

- Monitors the operations of the automated system of the Taxpayer Registration System (TRC);
- Provides assistance and advice to individuals and corporate entities on the Taxpayer Registration Number (TRN);
- Identifies system risks and takes the necessary corrective action;
- Initiates investigation in relation to suspected cases of fraud, identity theft and other identity related issues;
- Gathers/assists with the preparation of witness statements in respect of cases before the Courts;
- De-activates TRNs after thorough investigations made and legitimate information gathered;
- Attends court and gives evidence to support the prosecution's case as required;
- Contributes to the development and design of programmes, in conjunction with the Manager, to facilitate and enhance voluntary registration for TRN;
- Participates in the educational activities for use of TRN system
- Evaluates and reviews the quality assurance checks, monitors results and takes corrective action as necessary;
- Monitors user access parameters to the TRN database;
- Coordinates the back log scanning activities;
- Performs other related duties assigned by the Manger.

REQUIRED COMPETENCIES

Specific Knowledge

- Excellent knowledge of the relevant tax laws and guidelines;
- Good knowledge of Tax Administration Jamaica operations, policies and procedures;
- Working knowledge of computer systems and relevant applications;

Required Skills and Specialized Techniques

- Excellent planning and organizing skills;
- Excellent communication, interpersonal and team building skills;
- Very good time management skill;
- Excellent interpersonal skills;

Qualification and Experience

- B.Sc. Degree in Business Administration/Public Sector Management or related field;
- Three (3) years related experience;

WORKING CONDITIONS

- Normal office environment;
- Travel 25-35%

Senior Excise Officer (Level 4)

JOB PURPOSE

To monitor production, storage and movement of prescribed manufactured goods within an assigned geographical area; ensure the correct assessment and collection of Special Consumption Tax (SCT) and related fees are conducted and to detect and prevent breaches under the Excise Duty and General Consumption Tax Acts through the power of seizure and arrest.

KEY RESPONSIBILITY AREAS

Technical and Professional Duties

- Monitors production, storage and movement of prescribed goods to ensure correct assessment of SCT and relevant fees;
- Conducts inspection of manufacturing establishment and distilleries to determine suitability for the grant of licenses under the Excise Duty Act;
- Assists with the issuing and renewing of licenses for the manufacturing of items on the schedule of goods liable for SCT;
- Maintains a register of licenses granted to manufacturers;
- Investigates and reports on all unlicensed manufacturers under the Excise Duty Act and also persons selling spirits contrary to the Spirit License Act;
- Checks hotels and resort cottages to ensure that items brought from local manufacturers under the relevant incentives acts are received and used for the purpose the duty free concession was granted;
- Examines the records of local manufacturers who are suppliers of duty free goods to ensure that the quantity and description of consigned goods are correct;
- Institutes prosecution against the persons detected of committing breaches under the laws and regulations;

- Examines manufactured goods to verify the correctness of SCT assessment and also to detect undeclared taxable goods;
- Examines applications for modification or alteration to factories and make recommendation for approval/disapproval;
- Checks in-bond shops' receipt of advice to ensure that duty free goods/items supplied by local manufacturers are received and entered in the in-bond shop's ledgers and that the receipt is properly acknowledged on documents for return to the SCT Control Office;
- Conducts audits of alcohol usage by entities that use alcoholic components in their production e.g. Pharmaceutical products;
- Verifies volume and alcohol per volume (strength) and prepares documentation based on examination;
- Conducts audits of production systems used by manufacturers to determine the correctness of tax based on changes in the rates etc.;
- Prepares reports on breaches committed under the Act and Regulations administered by the SCT Unit;
- Prepares weekly reports on all inspections of manufacturing establishment showing the assessment of SCT for which each manufacturer is liable;
- Performs other related duties assigned by the Manager.

REQUIRED COMPETENCIES

Specific Knowledge

- Excellent knowledge of all the relevant tax laws, regulations and guidelines related to excise;
- Excellent knowledge of the Financial Administration and Audit (FAA) Act and other financial regulations and guidelines;
- Excellent knowledge of Tax Administration Jamaica's operations, functions and Code of Conduct;
- Excellent knowledge of auditing and applicable standards and techniques;
- Working knowledge of standard business operational and commercial practices;
- Working knowledge of computer systems and relevant applications.

Required Skills and Specialized Techniques

- Excellent decision-making, planning and organizing skills;
- Excellent judgment, and analytical skills;
- Excellent communication, interpersonal and team building skills;
- Excellent negotiating and/or advocacy skills;
- Proficient in the use of Microsoft Word & Excel.

Qualification and Experience

- Associate Degree in Business Administration or the equivalent;
- Three (3) years' work related experience.

WORKING CONDITIONS

- Disagreeable working environment;
- Irregular working hours, including public holidays;

- High risk/dangerous environment;
 - Travel (30% to 40%).
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Collections Officer (Level 4)

JOB PURPOSE

To process tax related transactions with the attendant fees, collect, receipt and account for revenue paid within the Tax Office directly or by mail.

KEY RESPONSIBILITY AREAS

Technical and Professional Duties

- Checks and signs for high valued stock received from the Stock Officer;
- Examines documents presented by taxpayers/customers for the various transaction types (such as motor vehicle registration and fitness fee, applications for motor vehicle titles, plates and Trade Licence Certificate etc.) ensuring completeness and authenticity of documentation;
- Advises taxpayer of and collects relevant amount to be paid for the specific transaction;
- Inputs Taxpayer Registration Number and/or other relevant information from the documentation to appropriate payment screen of the Integrated New Cash Remittance System(INCRS);
- Returns supporting documents to the taxpayer/customer;
- Stamps and signs receipt generated by the system and issues to the customer/taxpayer with the Motor Vehicle Registration Certificate (MVRC), sticker, plates and Trade Licence Certificate etc where applicable;
- Checks Tax Returns (i.e. for PAYE, Education Tax and Income Tax etc) filed by taxpayers and keys relevant information to the INCRS, ensuring;
- Endorses, stamps and signs Fact of Filing Receipt as well as general receipt generated by the system for any payment made and issues to the taxpayer;
- Processes Returns submitted via mail or the Drop/Deposit Box, ensuring where applicable that monies received (cash, cheques or money order) coincide with that recorded in the Value Book;
- Prepares relevant receipts and returns to Value Book Officer for transmission to taxpayer;
- Ensures payments of all Returns are credited to the appropriate Heads of Revenue;
- Prepares and issues Revenue Deposit Received to customers as change from cheques;
- Checks deposit accounts to verify accuracy of amounts presented on RDR to be used by tax/payers/customers;
- Prepares Refund Certificates;
- Checks and accounts for all cash, cheques, debit and credit card payments received;
- Disseminates information to customers;
- Secures and returns unused stock at the end of the work day;
- Batches credit and debit card receipts;
- Reconciles the revenue collected with that recorded on the system and the total for the receipts issued;
- Prepares lodgment slips and relevant documentation for deposit to HEART, NIS and TAJ's bank accounts;
- Performs other duties as assigned by the Collections Supervisor.

REQUIRED COMPETENCIES

Specific Knowledge

- Good knowledge of the relevant tax laws and regulations;
- Comprehensive knowledge of Tax Administration policies and procedures;
- Comprehensive knowledge in ICTAS and INCRS;
- Good knowledge of the FAA Act and Regulations;

- Working knowledge of relevant computer applications.

Required Skills and Specialized Techniques

- Excellent time management skill;
- Excellent communication, interpersonal and team skills;
- Excellent customer relations skill;
- High level of integrity and ethics;

Qualification and Experience

- BSc. Degree in Accounting, ACCA Level 2 or equivalent qualification;
 - Training in Integrated Computerized Tax Administration System (ICTAS) and Integrated Cash Remittance System (INCRS);
 - Two (2) years related work experience.
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Taxpayer Service Officer (Level 4)

JOB PURPOSE

To process customer service transactions (Motor Vehicle, Drivers' Licence, Taxpayer Registration Number, etc.); verifies and approves work done by the Taxpayer Service Assistant and respond to general queries.

KEY RESPONSIBILITY AREAS

Technical and Professional Duties:

- Approves applications for the relevant motor vehicle transaction;
- Verifies that the information presented on the motor vehicle documents corresponds with that on the Automated Motor Vehicle System (AMVS) and approves the updated or new information to the system;
- Authorizes, stamps and signs all relevant documents;
- Verifies, confirms and approves application for Tax Compliance Certificates (TCC);
- Approves application for the Registration of General Consumption Tax;
- Approves and prints Taxpayer Registration Numbers (TRN)
- Provides taxpayers with relevant and accurate information in accordance with the various tax legislations;
- Participates in the delivery of the Taxpayer Education programmes;
- Assists taxpayers in completing and submitting relevant application and Tax Returns;
- Responds to taxpayers' queries;
- Prepares for approval, Certificate of Payment for various tax types;
- Processes documents presented for zero-rating for approval;
- Assists with the conduct of surveys;
- Prepares and submits reports;
- Prepares and issues Deferment Certificates to the Taxpayer;
- Approves the issuance of Trade Licence Certificates;
- Approves and prints Drivers Licences;
- Performs any other related duties as assigned by the Senior Taxpayer Service Officer.

REQUIRED COMPETENCIES

Specific Knowledge

- Comprehensive knowledge of the Automated Motor Vehicle (AMVS) and the Integrated Computerized Tax Accounting (ICTAS) systems;
- Comprehensive knowledge of the Tax Compliance Certificate system;
- Working knowledge of Tax Administration Jamaica operations and functions;
- Working knowledge of computer systems and the relevant applications;
- Knowledge of all the relevant tax laws, regulations and guidelines;

Required Skills and Specialized Techniques

- Excellent customer service.
- Excellent communication, interpersonal and team skills;
- Very good time management skill.

Qualifications and Experiences

- Bachelor's Degree in Business Administration or the equivalent qualification;
- Three (3) years related experience.

WORKING CONDITIONS

- Normal office environment;
 - Irregular working hours at times.
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Valuer (Level 4)

JOB PURPOSE

To carry out appraisals on valuation cases, vet sales at arms-length, gather information for feasibility studies, research real estate and analyze sales data.

KEY RESPONSIBILITY AREAS

Technical and Professional Duties:

- Values properties under the Stamp Duty and Transfer Tax Act;
- Inspects properties and makes notes of physical features, peculiarities and characteristics;
- Interviews interested parties to sales transactions;
- Applies sales analysis data to arrive at market value for properties;
- Prepares and submits valuation reports;
- Vets arm-length sales to determine market value with regards to various transactions;
- Carries out site inspections and have discussions with Agents, Attorneys and land owners;
- Interviews parties to transaction, Agents/Attorneys to deal with complaints or passes on to supervisor;
- Inspects and analyses sales evidence relevant to review valuations;
- Studies work order instructions and ensures adherence to work schedule;
- Liaises and consults with supervisors about field operation and problems encountered;
- Obtains subdivision plans, titles and other information on ownership and acreage of property;
- Submits completed valuation files to the Supervisor for approval;
- Collects data for feasibility studies, Real Estate Research and analysis;
- Analyses sales information to determine improved or unimproved sales data,

- Prepares value standards and submits report to the Manager;
- Performs other related duties assigned by the Manager.

REQUIRED COMPETENCIES

Specific Knowledge

- Expert knowledge in property appraisals;
- Very good knowledge of the Acts governing Stamp Duty and Transfer Tax;
- Working knowledge of the functions, operations and Code of Conduct of Tax Administration Jamaica;
- Working knowledge of computer systems and the relevant applications;

Required Skills and Specialized Techniques

- Excellent time management skill;
- Good analytical, planning and organizing skills;
- Good judgment, decision making and problem solving skills;
- Good communication, interpersonal and team skills;

Qualification and Experience

- B.Sc. in Land Economy and Valuation Surveying or equivalent;
- Diploma in Construction Technology/Construction Management /Agriculture;
- Two (2) years work related experience.

WORKING CONDITIONS

- Irregular working hours at time;
 - Exposure to dust, dirt and inclement weather conditions;
 - Adverse social conditions;
 - Field work required (60%).
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Excise Officer (Level 3)

JOB PURPOSE

To prevent the illegal removal of spirits from the distillery (which includes the Registered Store), record all operations that take place on the premises; witness and certify weights of spirit containers, ensure legal standards are maintained and the required procedures are followed.

KEY RESPONSIBILITY AREAS

Technical and Professional Duties

- Prevents illegal removal of spirits from the premises by:
 - Patrolling the distillery premises while on duty paying special attention to:
 - o Locking and sealing **Spirit Safes** except when it is necessary to open them under excise supervision;
 - o Ensuring that **Seals** affixed to pipe-line, flanges, valves, cocks and at any other point have not been tampered with but remains intact;
 - o Ensuring that **Pipelines and connections** including flanges have not been tampered with to illegally extract spirits there from and are in good condition and not leaking;

- o Ensuring that **Butts** containing spirits, the discharge cocks and trap doors are kept locked when not in use and that they are in good condition and not leaking;
 - o Ensuring that **Containers** (other than Butts) remain properly bunged or otherwise secured after being filled with spirits;
 - ✓ Reporting immediately to the manager or the person in charge, any attempt to remove spirits from the distillery
 - ✓ Ensuring a detailed report is communicated to the excise or other inspecting officer of the full circumstances of any occurrence.
- Ensures no unauthorized person is allowed entry into the distillery and refers to the Manager or other person in charge any question of right of entry;
- Ensures presence during filling and reducing operation in the Registered Store;
- Witnesses and certifies all weights;
 - Balances and/or checks for correctness, prior to and after weighing containers, all scales and other weighing devices by the use of test weights;
 - Allows only containers on the applications (Form E7) to be introduced into Registered Stores and ensures that the containers of spirits do not leave the Registered Store unless accompanied by the relevant consignment note;
 - Records repairs to machinery, butts and containers in the stipulated diary and reports all repairs to the Inspecting Officer;
 - Keeps recovered spirits under surveillance until returned to the Butt or other appropriate vessel from which the spirits were taken in case of leakage;
 - Witnesses the daily dipping or takes account of spirits stored in butts and records the readings prior to and after each butt dip (dip inches/gallons or litres) as well as the time the readings are taken in respective diaries;
 - Monitors the movement of prescribed goods to ensure correct assessment of SCT and relevant fees;
 - Records details of all operations, indicating the time of starting and cessation of the various activities, any unusual occurrences, and failure of the manufacturer to comply with the requirements laid down;
 - Allows the dispensing of samples of distilled spirits when required for laboratory tests and other purposes, and permits duty free sample scale as approved;
 - Ensures that written applications are provided when samples are to be taken and that the completed applications are accompanied by the number of vessels(bottles usually) required for the sampling operations and that they are labeled and marked before being introduced into the distillery;
 - Performs any other related duties assigned by the Supervisor, Excise.

REQUIRED COMPETENCIES

Specific Knowledge

- Working knowledge of security systems;
- Working knowledge of factory operations;
- Knowledge of the Department's operations and functions;
- Working knowledge of computer systems and the relevant applications;

Required Skills and Specialized Techniques

- Good decision-making and problem-solving skills;
- Good communication skills and interpersonal skills;

- Good observation and detection skills;
- Ability to follow instructions;
- Ability to read, understand, and record operation and machine readings

Qualification and Experience

- Associate Degree in Business Administration or the equivalent;
- 1-2 years related work experience.

WORKING CONDITIONS

- Factory environment;
- Exposure to high levels of stress;
- May be required to work in excess of 40 hour per week.
- Travel (30% to 40%).

Taxpayer Registration Officer (Level 3)

JOB PURPOSE

To identify sources of current taxpayer information; update the TRN database with current taxpayers' information from units within TAJ and from third party agencies; review and resolve TRN discrepancies from internal and external reports; cross-reference TRNs for which duplicates were found and initiate investigations into duplicate TRNs found on system.

KEY RESPONSIBILITY AREAS

Technical and Professional Duties

- Identifies sources of current Taxpayer Information within Tax Administration Jamaica and from Third Parties;
- Seeks the necessary approval from Manager, Taxpayer Registration for the use of this information to update the taxpayer information;
- Updates taxpayer records with current information according to the relevant data entry procedures;
- Reviews discrepancies and ad hoc reports to identify possible cases where multiple TRNs were assigned to the same individual;
- Reviews files for TRNs with the same or similar biographic data and ascertain whether or not they were made by the same individual;
- Retires and cross references duplicate TRNs found for the same individual;
- Initiates investigations into TRNs that were obtained by fraudulent means, suspected identity theft or TRNs with the same birth data that are suspected to be made by different individuals;
- De-activates TRNs that were referred for investigations;
- Reports on general tendencies and issues identified in relation to the causes of duplicate TRNs identified;
- Prepares and submits reports by agreed deadlines;
- Performs any other duty as assigned by Manager.

REQUIRED COMPETENCIES

Specific Knowledge

- Excellent knowledge of TRN requirements and procedures;
- Excellent knowledge of Organization's principles, practices and functions;
- Excellent knowledge of the TRN system;
- Working knowledge in the use of Microsoft Office Suite.

Required Skills and Specialized Techniques

- Excellent time management skills;
- Good communication and interpersonal skills;
- Good analytical skills;
- Good team player.

Qualifications and Experience

- Associate Degree in Business Administration or equivalent;
- One (1) year related working experience.

WORKING CONDITIONS

- Normal office environment;
- Irregular working hours.

Quality Review Officer (Level 3)

JOB PURPOSE

To accurately identify all errors within the Return Batches, make the necessary corrections and conduct a complete evaluation of each Tax Return.

KEY RESPONSIBILITY AREAS

Technical and Professional Duties:

- Receives all Return Batches from the Returns Control Officer;
- Enters Return Batch Code into the DH Brux system to highlight all Return Batches;
- Validates all Tax Returns from Batches by conducting a "Run Validation" on the DH Brux system. This is done to identify any errors within each Returns;
- Makes corrections to each Tax Returns containing errors such as the Return Period, Batch number, incorrect Tax Return type, changes to the Batch Control Sheet, etc.;
- Notifies taxpayers of errors made on their Returns and advises them of corrective measures to be taken;
- Prints a report of all errors identified that cannot be corrected;
- Conducts Validation process again once errors have been identified and corrected;
- Signs and dates the Batch Control Sheet and lists the amount of Tax Returns within a batch;
- Performs any other duties assigned by the Supervisor/Manager, Returns Processing.
- Prepares accurate, complete and comprehensive reports of errors made by the Returns Processing Officer (formerly Data Entry Clerk);

REQUIRED COMPETENCIES

Specific Knowledge

- Comprehensive knowledge of the DH Brux system;
- Very good knowledge of the Return Tax Types and codes;
- Working knowledge of the operations and procedures of the Department;
- Working knowledge of the relevant computer applications and systems.

Required Skills and Specialized Techniques

- Excellent Communication and interpersonal skills;
- Excellent time management skill;
- Very good customer service skill.

Qualification and Experience

- Associate Degree in Accounting or Business Administration;
- Two (2) years work related experience.

WORKING CONDITIONS

- Normal working environment.
-

Batch Control Officer (Level 2)

JOB PURPOSE

To collect, examine, check and batch all Tax Returns submitted to the Office.

KEY RESPONSIBILITY AREAS

Technical and Professional Duties:

- Collects Returns from Collections Officers and Taxpayer Service Officers;
- Checks Tax Returns to ensure accuracy of TRN, Branch, Return Type, and Amount against Fact of Filing (FoF) information from Integrated New Cash Remittance System (INCRS);
- Identifies errors on Tax Returns and returns to Collections Officers or Taxpayer Service Officers to be corrected;
- Notifies taxpayers of any errors made on Tax Returns;
- Retrieves corrected Tax Returns from Collections Officers, Taxpayer Service Officers or taxpayers where necessary;
- Batches corrected Tax Returns in Collection Station Order, Tax and Return Types;
- Ensures each Taxpayer Service Officer and Collections Officer close their Fact of Filing batch screen at the end of the day to allow for the accurate printing of the Batch Control Sheet;
- Attaches Batch Control Sheet and checks each for date, station number, tax type, return type, amount, TRN, payment period and number of returns against Tax Returns;
- Prints and checks Super Batch Control Sheet that lists all the Batch Control Sheets that have been printed and attaches to Tax Returns;
- Sends batches to the Decentralized Data Capturing Facility (DDCF);
- Performs any other related duties assigned.

REQUIRED COMPETENCIES

Specific Knowledge

- Knowledge of Tax Administration Jamaica's functions and operations;
- Working knowledge of computer systems and the relevant applications;

- In-depth knowledge of Tax Return forms;

Required Skills and Specialized Techniques

- Good communication skill;
- Good team and interpersonal skills;
- Must be trustworthy and honest;
- Ability to pay attention to details;
- High level of accuracy;

Qualification and Experience

- Associate Degree in Business Administration or equivalent qualification;
- One (1) year experience in a related field.

WORKING CONDITIONS

- Normal office environment;
- Irregular working hours.

Secretary (Level 2)

JOB PURPOSE

To provide secretarial and administrative support to facilitate the efficient operations of the Manager's office.

KEY RESPONSIBILITY AREAS

Technical and Professional Duties

- Stamps and logs all correspondence received for the Senior Manager's Office;
- Types all letters, memoranda, and other related correspondence;
- Screens visitors and telephone calls for the Senior Manager, and assists with clients' request where possible;
- Responds to queries and makes contact with Taxpayer(s) where necessary;
- Co-ordinates activities for meetings, transcribes and prepares minutes of meetings;
- Schedules and confirms appointments for Senior Manager;
- Updates diary and reminds Senior Manager of appointments;
- Assists with the compilation of the budget;
- Updates the attendance register and prepares and submits the punctuality report
- Photocopies, scans, faxes and e-mails relevant documents;
- Establishes and maintains an appropriate filing system for the recording and easy retrieval of information;
- Updates staff leave cards and submits to HRM where necessary;
- Conducts research on behalf of the Senior Manager;
- Performs any other related duties assigned by the Senior Manager

REQUIRED COMPETENCIES

Specific Knowledge

- Working knowledge of TAJ's functions and operations;

- Knowledge of TAJ's Code of Conduct;
- Working knowledge of computer systems and all the relevant applications;

Required Skills and Specialized Techniques

- Excellent communication, interpersonal and team skills;
- Excellent planning and organizing skills;
- Excellent time management skill;
- Ability to take initiative;

Qualification and Experience

- Certificate in Business Studies or the equivalent;
- Certificate in Administrative Management – Level 2 (CAM 2);
- Two (2) years work related experience.

WORKING CONDITIONS

- Normal office environment
-

Occupational Safety and Health Officer (OSH) (Level 6)

JOB PURPOSE

To develop, implement and monitor Occupational Health, Safety and Environment (OSHE) policies, regulations and guidelines for Tax Administration Jamaica in accordance with national and international standards.

KEY RESPONSIBILITY AREAS

Technical and Professional Duties

- Develops and implements occupational safety, health and environmental (OSHE) policy and guidelines for Tax Administration Jamaica;
- Reviews OSHE policy to ensure that it is in keeping with national and international standards;
- Conducts sensitization sessions to apprise staff of TAJ's OSHE policy and guidelines;
- Develops, implements and monitors a workplace hazard analysis checklist for use by senior staff;
- Provides expertise and assistance in OSHE related matters to all relevant stakeholders;
- Represents the organization at various levels in different fora on matters relating to OSHE;
- Conducts hazard analysis surveys and fact finding reviews of occupational safety & health issues and recommends mitigating measures where applicable;
- Ensures that matters with life threatening implications are addressed at the highest level;
- Develops guidelines for safe workplace practices to prevent accidents;
- Investigates current workplace practices and procedures and recommends changes where necessary to comply with proper health and safety guidelines;
- Conducts audits to ensure workers comply with recommended OSHE practices;
- Maintains database of occupational safety, health and environmental hazards found;
- Conducts an audit of the OSHE needs and the current provisions within the TAJ's budget;
- Performs risk analysis following emergencies and disasters and recommends the necessary resources;
- Designs, implements and distributes an accident response and reporting manual and incident reporting form;
- Collaborates with the Training Section to design and develop OSHE training programs and evaluation methods and for their effective and timely delivery;

- Collaborates in the co-ordination and execution of emergency procedure drills;
- Organizes training in hazardous materials for relevant staff;
- Makes recommendation for TAJ's participation in external safety and health sensitization sessions and activities;
- Performs other related duties assigned by the Director, Employee Relations.

REQUIRED COMPETENCIES

Specific Knowledge

- Expert knowledge of current occupational health, safety and environmental policy, principles and practices;
- Comprehensive knowledge of handling and acceptable disposal methods for dangerous goods;
- Knowledge of the functions and operations of TAJ;
- Knowledge of computer systems and the relevant application.

Required Skills and Specialized Techniques

- Strong analytical, planning and organizing skills;
- Excellent decision-making and problem-solving skills;
- Excellent time management skills;
- Very good communication, interpersonal and team skills.

Qualification and Experience

- Bachelor's Degree in Natural Sciences or equivalent qualifications;
- Post graduate Certificate or specialized training in Occupational Safety, Health and Environment Studies;
- At least three (3) years' experience in a related position.

WORKING CONDITIONS

- Normal office environment
 - Must be available to assist with the implementation of logistics for an Emergency Operation Centre (EOC) during any emergency/natural disaster;
 - Travel (30% - 45%)
-

Performance and Recognition Management Officer (Level 6)

JOB PURPOSE

To enforce, monitor and maintain the Performance Management (PM) System within Tax Administration Jamaica ensuring that individual functional activities are linked to the unit and organizational objectives; compiling the development and training needs of staff as well as managing the recognition and award of staff.

KEY RESPONSIBILITY AREAS

Technical and Professional Duties

- Assists the Performance Management Manager in the effective management of all TAJ's staff performance management related issues;

- Reviews and assesses the Performance Management System with a view to identify weaknesses and develop appropriate solutions;
- Coordinates and assists in performance management and quality improvement capacity building;
- Contributes to the maintenance of the PM and Rewards and Recognition manuals, templates, forms, policies and procedures;
- Conducts coaching and sensitization sessions for PM and Recognition among all levels of staff to build awareness and develop competencies in performance management as well as to encourage the timely submission of KRAs and PERs;
- Conducts survey on the impact of recognition on performance;
- Reviews KRAs to ensure that they reflect measurable performance indicators and are aligned to divisional/unit plans;
- Reviews Performance Evaluation Reports to ensure that they are correctly, fairly and honestly prepared;
- Maintains the Performance and Recognition Management (PRM) database;
- Assists with the coordination of the Civil Service Long Service Award activities within TAJ, on behalf of the Ministry of Finance;
- Communicates performance management related issues to and responds to requests and queries from staff within the Department;
- Conducts PM audits to ensure that all offices island-wide comply with the established procedures in executing their human resource management duties;
- Identifies incidents of poor performance and ensures that remedial and corrective actions are implemented by managers;
- Mediates in performance management intervention sessions;
- Updates training material and hand-outs for employee orientation and assists with training or sensitizing new staff to the Performance Management System;
- Contributes to the updates reward/recognition and incentive schemes document and preparation of supporting budgets;
- Prepares and submits the relevant reports;
- Performs other related duties assigned by the Manager, Performance and Recognition Management.

REQUIRED COMPETENCIES

Specific Knowledge

- Excellent knowledge of the Department's Performance Management System;
- Excellent 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 decision-making, planning and organizing skills;
- Excellent judgment, and analytical skills;
- Excellent communication, interpersonal, time management and team skills;
- Excellent negotiating and/or advocacy skills.

Qualifications and Experience

- BSc Degree in Human Resource Management or the equivalent qualifications;
- Training in Performance Management;
- Three (3) years' experience in Human Resource Management.

WORKING CONDITIONS

- Normal office environment;
 - Travel (40%)
-

Senior Accountant, Final Accounts (Level 6)**JOB PURPOSE**

To prepare the monthly and annual expenditure financial statements for Tax Administration Jamaica (TAJ) and to ensure timely submission to the Financial Secretary and Auditor General

RESPONSIBILITY AREAS***Management and Administrative Duties***

- Prepares and implements Work Plan for the team;
- Manages and monitors the performance of the team;
- Prepares the monthly Performance Reports for submission;
- Ensures staff is aware of and operates in accordance with all relevant laws and policies;
- Maintains effective working relations with external and internal stakeholders, ensuring that the team provides a consistently high level of service.

Technical and Professional Duties

- Prepares monthly Financial Statements in accordance with Financial Administration and Audit (FAA) Act;
- Prepares annual appropriation accounts in accordance with FAA Act;
- Analyses Appropriation Accounts and provides explanation of variances in collaboration with the Budget Formulation and Analytics Unit;
- Prepares response to audit queries;
- Prepares submissions to Ministry of Finance for virement of funds;
- Examines all bank reconciliation statements to ensure they are reconciled;
- Manages the preparation of Journal vouchers for updating the accounts;
- Examines and certifies all journals and submits to the Manager, Expenditure Management for authorization;
- Ensures receipts are posted and reconciled with lodgment;

- Ensures expenditure from TSA is properly posted;
- Verifies correspondences to be sent to the bank in respect of variances identified on the bank statements;
- Manages advances and ensures they are classified and the accounts updated;
- Performs other related duties assigned by the Manager.

Human Resource Management Duties

- Develops and manages the Section's HR plan that addresses staff requirements, succession planning and training and development needs and liaises with the Human Resource Section;
- Participates in the recruitment of staff for the 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 work plans;
- Completes final performance assessments and recommends appropriate training and development programmes as necessary;
- Provides leadership and guidance to the staff through objective setting, coaching, mentoring and training; providing assistance and support when needed;
- Develops and maintains effective cooperative working relationships with staff;
- Initiates and participates in disciplinary proceedings relating to staff members within the Section and implements corrective measures.

REQUIRED COMPETENCIES

Specific Knowledge

- In-depth knowledge of the Financial Administration and Audit Act
- Excellent knowledge of financial management and budget control techniques.
- Knowledge of the objectives, policies, programmes and operations of Tax Administration Jamaica
- Knowledge of management practices and principles.
- Excellent knowledge of automated financial management control systems and other relevant applications (excel).

Required Competencies

- Excellent time management, planning and organizational skills;
- Excellent leadership skills;
- Excellent human relations skills;
- Analytical and problem solving skills;
- Good oral and written communication skills.

Qualifications and Experience

- BSc in Accounting or ACCA Level II or equivalent;
- Diploma/Certificate in Government Accounting;
- Three (3) years related work experience.

WORKING CONDITIONS

- Normal office environment;
 - Adherence to strict deadlines;
 - Required to work beyond normal working hours;
 - Travel (10-20%).
-

Senior Records Officer (Level 3)

JOB PURPOSE

To direct and monitor the activities of the registry ensuring documents are properly classified and filed, files are reviewed, shelved and retrieved; oversee the receipt and despatch of mail as well as to approve the creation and closing of files.

KEY RESPONSIBILITY AREAS

Technical and Professional Duties

- Checks the manual and electronic index for reference numbers;
- Creates and numbers files from the classification listings;
- Locates/retrieves and docketed the files with correspondence in date order;
- Retrieves documents from appropriate files and photocopies documents on request;
- Locates, records and dispatches files from the Registry when requisitioned by officers;
- Maintains Location Cards;
- Ensures that the files are properly and correctly stored when not in use;
- Maintains an index list and inventory of all files in the Registry;
- Maintains a “Bring Up” (BU) Book/Register;
- Assists with queries on the telephone and walk-in customers;
- Receives, logs and dispatches mail;
- Receives and dispatches both external and internal correspondence including copying and circulating memos/circulars;

- Reviews all files that have been updated or returned to the Registry after completion of actions;
- Prepares and submits reports;
- Performs other related duties assigned by the Supervisor.

REQUIRED COMPETENCIES

Specific Knowledge

- Comprehension knowledge of Records Management;
- Knowledge of TAJ’s operations and functions;
- Working knowledge of computer systems and the relevant applications;

Required Skills and Specialized Techniques

- Very good planning and organizing skills;
- Very good time management skill;
- Very good communication and interpersonal skills;

Qualification and Experience

- Associate Degree in Management Studies, Certificate in Public Administration or the equivalent education;
- Certificate in Records Management;
- Two (2) years related work experience.

WORKING CONDITIONS

- Normal office environment;
 - Exposure to dust.
-

Process Server (Level 2)**JOB PURPOSE**

To execute tasks connected to the printing/reproduction and movement of legal and other documents between TAJ and various parties with whom the Legal Division interacts, ensuring that the handling and processing of those documents, upon receipt and delivery, is in keeping with all statutory and other procedural requirements.

KEY RESPONSIBILITY AREAS***Technical and Professional Duties***

- Delivers to and collects documents from high security locations;
- Serves Court Orders and processes such as pleadings, orders and submissions;
- Locates persons to be served and delivers document/process;
- Prepares route schedules for serving process;
- Ensures that receipt is admitted upon delivery;
- Completes and executes affidavit of Service of legal documents;
- Files documents with relevant Courts;
- Submits documents to relevant offices and registries for stamping or other relevant procedure;
- Conducts searches for documents/information in courts and Government offices housing relevant registries;
- Delivers documents under seal to named officers and offices involved in the development and passage of legislation;
- Collects proofs and confidential first prints from Jamaica Printing Services for delivery to named officers and offices involved in the development and passage of legislation;
- Prints documents in appropriate numbers and packages them in the required manner;
- Prints, reproduces and binds presentation packages;
- Performs any other duties assigned by the Senior Administrative Support and Research Officer.

REQUIRED COMPETENCIES**Specific Knowledge**

- Good knowledge of the Court system including procedures, requirements and regulations;
- Good knowledge of legislation related procedures;
- Ability to read, interpret and follow procedural and policy manuals related to the job.

Required Skills and Specialized Techniques

- Good time management skill;
- Good interpersonal skills and decorum;
- Good communication skills;
- Attention to detail;
- Ability to maintain secrecy/confidentiality;
- Professionalism and maturity.

Qualifications and Experience

- 5 CXC subjects including Mathematics and English or Grade Nine achievement certificate;
- One (1) year related experience.

WORKING CONDITIONS

- Normal office environment;
 - May have to visit volatile areas;
 - Irregular working hours at times.
-

Interested persons are invited to submit applications with resumes no later than **Friday, September 28, 2018** to:

**The Recruitment Officer
Tax Administration Jamaica
NCB South Towers
2 Oxford Road, 9th Floor
Kingston 5**

Applications will also be accepted via email:

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-