



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY/AGENCY/OFFICE: MOFT

DIVISION/SECTION: Inland Revenue Division

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): 273-10125

MINISTRY VACANCY REF: IRD/24/2023

POSITION TITLE: Senior Policy Analyst

POSITION LEVEL: L12/13

ANNUAL SALARY RANGE: \$83,475.79 - \$91,069.87

THIS POSITION REPORTS TO: Commissioner of Inland Revenue

THIS POSITION SUPERVISES: Assistant Tax Administration Policy Officer

SECTION B - SCOPE OF DUTIES

The Ministry of Finance & Treasury is mandated to provide strategic advice, leadership and reporting on the economic reforms, monetary, budget and fiscal policy to the Solomon Islands Government. Across the public service, the ministry is responsible for the financial reporting, preparing and managing the annual recurrent budget.

The Solomon Islands Inland Revenue Division supports the Ministry in fulfilling its mandated responsibility by maximizing the annual revenue collection to ensure the ministry's objectives are met and most so to improve the lives of all Solomon Islanders.

The position of the Senior Tax Administration Policy Officer is responsible for leading the design and development of new tax law and administration policies including identifying improvements to existing tax laws and policies. It provides high quality tax technical leadership and policy advice to IRD. The role coordinates the views of IRD on operational/administrative implications of policy proposals and is the key liaison point with the Economic Reform Unit. It consults with the Tax Lawyer on legal matters and works collaboratively with senior staff across IRD and external stakeholders.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- Prepare advice to government on new policies and improvements to the tax law.
- Consult with operational areas on improvements to tax legislation and develop policy proposals for consideration by the executive.
- Develop advice and provide support to Deputy Commissioners and Assistant Deputy Commissioners for cross-agency meetings on policy issues with tax implications.
- Develop strong working relationships with IRD, the Ministry of Finance and Treasury and the Economic Reform Unit (ERU) and other key stakeholders.
- Contribute to the strengthening of policy development expertise in IRD through mentoring and guidance.
- Maintain a high level of integrity.
- Undertake any other duties as reasonably required or directed by the Responsible Officer or Supervisor.

SECTION D - KEY DELIVERABLES

The incumbent of this position will have their performance assessed according to following key deliverables:

1. Quality advice and guidance provided to the Commissioner and government on law improvements or new policies.
2. Effective communication and consultation with internal and external stakeholders particularly ERU.
3. Improvements in tax policies for IRD to administer and for the community.
4. Strengthened policy development capability within IRD.
5. Maintaining the highest level of professionalism and integrity in the workplace.
6. 100% attendance (unless on authorised leave) and compliance with Code of Conduct

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- A Bachelor degree in Economics or Public Policy and/or relevant professional experience in accounting, economics or public policy (at least 3-5 years).

Desirable Qualifications

- A relevant degree holder with Significant experience in developing policy advice.

Capabilities Required

- i. Ability to identify opportunities to improve the law and develop policy proposals.
- ii. Ability to critically analyse policy ideas and assess the administrative implications for IRD and the community.
- iii. Ability to provide clear and practical advice on proposed new policies or changes to the law.
- iv. High level leadership skills including effective communication, stakeholder management and collaboration.

SECTION F - KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key selection criteria:

- KSC1.** Excellent skills and experience in policy development.
- KSC2.** Excellent work and time management skills.
- KSC3.** Excellent oral and written communication skills.
- KSC4.** Excellent interpersonal skills with demonstrated ability to consult effectively and work collaboratively with internal and external stakeholders including tax agents, other government agencies and community.
- KSC5.** Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: **\$3,210.61 - \$3,502.69** Annual Salary: **\$83,475.79 - \$91,069.87**

Annual Leave entitlement: **28 days**

Other Conditions of Service relevant to this position:

- I. 10% Housing allowance
- II. 7.5% Superannuation
- III. 22.5% Special duty allowance paid fortnightly
- IV. Annual leave fares and travel expenses

SECTION H - APPROVAL *(Business use only)*

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:

.....
Permanent Secretary/Responsible Officer

17/5.....
Date Approved

Additional Comments: *Approved*