



## RS FORM 2 - JOB DESCRIPTION

### SECTION A – POSITION DETAILS

**MINISTRY/AGENCY/OFFICE:** MINISTRY OF FINANCE & TREASURY

**DIVISION/SECTION:** INLAND REVENUE DIVISION

**DUTY STATION:** HONIARA

**POSITION NUMBER (HRMIS):** 273-00182

**MINISTRY VACANCY REF:**

**POSITION TITLE:** TAX EXEMPTION SECRETARY

**POSITION LEVEL:** L8/9

**SALARY RANGE:** \$ 52,574.13 - \$ 58,052.35 P/A

**THIS POSITION REPORTS TO:** Assistant Deputy Commissioner Compliance (Employment and Services)

**THIS POSITION SUPERVISES:**

None

#### LIAISONS

- a) **Internal:** Commissioner, Deputy Commissioner and Assistant Deputy Commissioners
- b) **External:** Members of the Revenue and Customs Exemption Committee; senior Management in Customs Division

### SECTION B - SCOPE OF DUTIES

This position will contribute to the organisation functions and strategies by acting as the secretariat to the Revenue and Customs Exemption Committee. This will include:

1. Providing administrative support to the members of the Revenue and Customs Exemption Committee in accordance with the requirements of the role set out in section 8A(4) of the Customs and Excise (Amendment) (No.2) Act 2012;
2. Coordinating the administration of the new exemption procedures across the Inland Revenue and Customs Divisions; and
3. Ensuring the members of the Revenue and Customs Exemption Committee are provided with consistent and comprehensive advice to inform their deliberations.

When the position is not performing the secretariat role, it will be responsible for special duties and leadership of projects within the division which may include leading small teams of selected staff from across the division to contribute to specific outcomes in Inland Revenue's Tax Compliance Improvement Focus, the Annual Corporate Plan or back-filling for short absences at Team Leader level.

## SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- Manage receipt and recording of applications for exemption from taxes or customs duties within statutory time-frames.
- Provide administrative support to the Revenue and Customs Exemption Committee to ensure timely and effective meetings and management of flow of recommendations to the Minister of Finance.
- Arrange recording of exemption decisions in the systems of the relevant Division.
- Monitoring compliance with any conditions attached to exemption approvals.
- At the end of every 3 month period, prepare for the Minister the information to publish in the *Gazette*, and any other reporting requirements relevant to the functions of the Committee or other current work.
- Provide leadership to specific focus teams to achieve specified outcomes.
- Act as Team Leader as required to back-fill short term vacancies.
- 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:**

- Applicants for exemptions agree, when asked, that their application was processed in a timely manner and they were informed of any additional requirements and of the outcome.
- Members of the Revenue and Customs Exemption Committee agree, when asked, that exemptions applications are complete in all respects when presented for consideration.
- Meetings of the Revenue and Customs Committee are convened at least once a month.
- A check of the relevant systems in either Inland Revenue or Customs Division shows that exemption decisions and any conditions have been accurately recorded.
- Compliance with conditions attached to exemption approvals is effectively monitored.
- The Minister receives, at the end of every 3 month period, information about all exemption approvals in the preceding 3 months for publication in the *Gazette*.
- The exemption committee continues to function and carry out its duty in a timely manner.
- ADCs agree that required outputs are delivered in a timely and effective manner.
- 100% attendance (unless on authorised leave) and compliance with Code of Conduct



## **SECTION E – QUALIFICATIONS AND CAPABILITIES**

### **Mandatory Qualifications**

- Degree in Finance or Administration with a good secretariat knowledge. Plus 3-5 years relevant work experience with a good understanding of tax provisions and or customs legislation, especially those relating to exemptions from taxes or duty.

### **Experience:**

- Experience in a tax administration role that requires some independence of decision-making

### **Capabilities**

- Experience in carrying out independent research to support decision-making
- Experience in preparing written submissions

### **Knowledge:**

- Good understanding of provisions in tax and or customs legislation, especially those relating to exemptions from taxes or duty.

## **SECTION F - KEY SELECTION CRITERIA**

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

**KSC1.** Ability to interpret and correctly apply relevant law.

**KSC2.** Proven experience using Microsoft Word, Microsoft Excel, and Microsoft Outlook software and revenue or customs management systems.

**KSC3.** Ability to analyze information and undertake research

**KSC4.** Ability to make sound judgments or identify when support is needed and seek it

**KSC5.** Excellent time management skills, including the ability to recognise competing priorities and take appropriate steps to resolve them

**KSC6.** A methodical approach to work organisation and attention to detail

**KSC7.** Well-developed oral, written and listening skills

**KSC8.** Ability to develop and maintain effective relationships with people at all levels within the Division and from other Government agencies

**KSC9.** Ability to understand and comply with the public service Code of Conduct and follow all other laws, policies and procedures which relate to the improving gender equality and creating safer workplaces.

**KSC10.** Ability to provide leadership and direct the work of others.

**KSC11.** 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:** \$ 2,022.08 - \$ 2,232.78    **Annual Salary:** \$ 52,574.13 - \$ 58,052.35 p/a

**Annual Leave entitlement:** 28 days

### **Other Conditions of Service relevant to this position:**

- 15% housing allowance is paid per fortnight if housing is NOT provided.
- 23% special duty allowance paid per fortnight based on annual salary.

## **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**

16/02/23  
.....  
**Date Approved**

*Additional Comments:*

*Agree position*