



## RS FORM 2 - JOB DESCRIPTION

### SECTION A – POSITION DETAILS

**MINISTRY/AGENCY/OFFICE:** Ministry of Finance and Treasury

**DIVISION/SECTION:** Inland Revenue Division - Office of the Commissioner IRD

**DUTY STATION:** HONIARA

**POSITION NUMBER (HRMIS):** 273-10017

**MINISTRY VACANCY REF:**

**POSITION TITLE:** Assistant Policy Analyst

**POSITION LEVEL:** L10/11

**ANNUAL SALARY RANGE:** \$69,605.56 - \$83,789.35

**THIS POSITION REPORTS TO:** Senior Policy Analyst

**THIS POSITION SUPERVISES:** Nil

### 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 maximising 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 Assistant Tax Policy Analyst is to assist the Senior Tax Policy Analyst in the design and development of new tax law and administration policies including identifying improvements to existing tax laws and policies. It provides quality tax technical leadership and policy advice to IRD. The role assists in the coordination of views of IRD on operational/administrative implications of policy proposals. It consults with the Tax Lawyer on legal matters. It also consults and works collaboratively with staff across IRD and external key stakeholders.

## **SECTION C - KEY DUTIES**

**This position is required to undertake the following duties:**

1. Assist the Tax Administration Policy Officer by preparing advice on new policies and improvements to the tax law.
2. Consult with operational areas on improvements to tax legislation and support the Tax Administration Policy Officer to develop policy proposals for consideration by the executive.
3. Develop advice and provide support to Deputy Commissioners and Assistant Deputy Commissioners for cross-agency meetings on policy issues with tax implications.
4. Develop working relationships with key stakeholders in IRD, the Ministry of Finance and Treasury and the Economic Reform Unit (ERU) and other key stakeholders.
5. Contribute to the strengthening of policy development expertise in IRD through working with staff across IRD.
6. Maintain a high level of integrity.
7. Other duties as directed.

## **SECTION D - KEY DELIVERABLES**

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

1. Quality advice and guidance developed for the Commissioner and government on law improvements or new policies.
2. Effective communication and consultation with internal and external stakeholders particularly the Economic Reform Unit.
3. Improvements in tax policies for IRD to administer and for the community.
4. Strengthened policy development capability within IRD.
5. IRD's policies, processes and practices are conformant with the law.
6. Improvements in the legal expertise within IRD.
7. Maintaining the highest level of professionalism and integrity in the workplace.
8. Demonstrating integrity and honesty beyond reproach and addressing any relevant issues promptly.
9. The annual business unit work plan is prepared and presented in a timely manner.
10. 100% attendance (unless on authorised leave) and compliance with Code of Conduct.

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

### **Mandatory Qualifications:**

A bachelor's degree and a minimum of 3 years relevant work experience.

### **Capabilities Required**

1. Membership of a professional accounting body is desirable.
2. Sound knowledge of taxation and administrative laws.
3. Ability to identify opportunities to improve the law and develop policy proposals.
4. Ability to analyse policy ideas and assess the administrative implications for IRD and the community.
5. Ability to provide good advice on proposed new policies or changes to the law.
6. Well-developed interpersonal, stakeholder management and collaboration skills.

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

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

**KSC1:** Knowledge of the principles, legislation, and functions of the Solomon Islands tax system, including the economic and commercial environment in which these laws are administered.

**KSC2:** Knowledge of IRD's operations or ability to quickly acquire.

**KSC3:** Well developed skills and experience in policy development.

**KSC4:** High Level of strategic thinking and attention to details.

**KSC5:** Effective work and time management.

**KSC6:** Excellent communication skills – verbal and written.

**KSC7:** Excellent interpersonal skills with demonstrated ability to work collaboratively with internal and external stakeholders.

**KSC8:** Ability to build and maintain effective working relationships with the public, subordinates, and other key internal and external stakeholders.

**KSC9:** Ability to understand and comply with the public service Code of Conduct.

**KSC10.** Demonstrate a commitment to gender equity in the workplace.

## **SECTION G - TERMS AND CONDITIONS**

**Fortnightly Salary:** \$2,677.14 - \$3,222.67 **Annual Salary:** \$69,605.56 - \$83,789.35

**Annual Leave entitlement:** 28 days

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

- 10% housing allowance is paid per fortnight if housing is NOT provided.
- 22.5% special duty allowance paid per fortnight based on annual salary.
- Annual leave fares and travel expenses.
- 7.5% Superannuation.

**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**

.....  
**Date/Approved**

*Additional Comments:*

*Approved*