



GOVERNMENT OF TRINIDAD AND TOBAGO
JOB DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE: MANAGER, INTERNATIONAL TAXATION TREATY UNIT

JOB SUMMARY:

The incumbent is required to plan, organise, direct and provide overall management and coordination of the activities of the Tax Treaty Unit, Ministry of Finance. The work includes undertaking the more complex investigations of social, economic and management matters or analysis and evaluations of data, preparing working papers, reports and briefs on matters studied; liaising with International organisations, Government Ministries/Departments and Agencies and private organisations. Monitors and effectively supports the adherence and compliance of Trinidad and Tobago to the latest international taxation standards and policies.

REPORTS TO:

Deputy Permanent Secretary

SUPERVISION GIVEN TO:

International Taxation Treaty Specialists, Clerk III and Clerk Typist I

DUTIES AND RESPONSIBILITIES:

- Ensures the effective functioning of the Tax Treaty Unit and adherence to established policies, regulations and procedures through meetings, discussions, observations, analysis of reports and directions from seniors.
- Provides high level analysis, technical and administrative support and recommendations relating to the expected costs, benefits and risks emanating to inform prospective negotiations.
- Supervises, directs, coordinates, reviews, and edits the work of a group of subordinates engaged in the compiling, collating, analysing data in respect to international taxation policies, treaties and practices.
- Serves as a member of and Secretary to the Permanent Double Taxation Team and the Trinidad and Tobago Double Taxation Negotiating Team and is a Point of Contact for Trinidad and Tobago with respect to the OECD Global Forum and BEPS Inclusive Framework.
- Ensures the timely submission of written responses to questionnaires and any additional queries including the provision of supporting materials such as laws, regulations and judicial decisions as required.
- Monitors international agencies with respect to ensuring that Trinidad and Tobago treaties are up to date with international standards and implementation of various action items.
- Coordinates Trinidad and Tobago's compliance with international tax standards under the OECD Global Forum and Base Erosion and Profit Shifting (BEPS) Inclusive Framework.
- Prepares reports for the Minister of Finance, Cabinet and the Permanent Secretary, Secretariat and other relevant local and international agencies.

- Coordinates arrangements for tax treaty negotiations with other countries.
- Represents when required, Trinidad and Tobago at Global Forum and OECD events, including workshops and meetings.
- Responsible for the information and records management of the Unit (electronic and manual) of various negotiations and treaties.
- Prepares Draft Estimates of Expenditure for the Unit.
- Prepares Training Plan for staff of the Unit.
- Performs related work as may be required

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Considerable knowledge:
 - of taxation policies, rules, regulations and trends;
 - of the principles, techniques, methodology and practices of research and statistical investigations;
 - of modern methods and techniques of office management;
 - of tax laws, structure, practice and assessment procedures;
 - in the interpretation of tax laws and practices;
 - to plan, organize, coordinate and direct the work of subordinates engaged in the collection, compilation, collation and analysis of local and foreign taxation data;
 - of information and records management techniques.
- Knowledge of Trinidad and Tobago business/economic environment and its relationship with international organizations as regards policy trends in taxation agreements.
- Considerable discretion in establishing and maintaining effective working relations with both local and foreign colleagues especially in the protocol required for managing these relationships.

SKILLS AND ABILITIES:

- Sound ability to compile, analyse, evaluate and make recommendations from taxation policy reports, statistics and other data gathered both home and abroad.
- Sound skill and ability in the writing and/or oral presentation of reports, talks, discussions, etc.
- Sound skill in the use of modern office equipment especially in the proficient use of a computer.
- Sound organizational, interpersonal and time management skills.
- Sound ability to work independently, to multi task and adhere to set deadlines
- Highly organized and have a strong attention to detail.
- Sound People Management skills.

MINIMUM EXPERIENCE AND TRAINING:

- Post Graduate Degree in Economics/Management/Business Administration/ International Relations.
- Minimum of four (4) years' experience in tax negotiations, policy formulation and assessment, procedures, trends and evaluation.
- Minimum of four (4) years' supervisory experience.