



## GOVERNMENT OF TRINIDAD AND TOBAGO

### JOB DESCRIPTION CONTRACTUAL POSITION

**JOB TITLE: INTERNATIONAL TAXATION TREATY SPECIALIST**

**JOB SUMMARY:**

The International Taxation Treaty Specialist is responsible for supporting and conducting tax research, in the analysis and application of double taxation treaties and domestic regulations pertaining to the taxation of cross-border Income and investments, related to international provisions of the Trinidad and Tobago legislation, including bilateral and multilateral tax treaties and agreements to which Trinidad and Tobago is a party, and foreign revenue laws related to tax matters in Trinidad and Tobago. Supports the adherence and compliance of Trinidad and Tobago to the latest international taxation standards and policies and supports the monitoring Trinidad and Tobago's standing in the international taxation arena.

**REPORTS TO:**

**Manager, International Taxation Treaty Unit (Head of Unit) –  
Ministry of Finance**

**SUPERVISION GIVEN TO:**

**DUTIES AND RESPONSIBILITIES:**

- Prepare reports and briefs for the Permanent Double Taxation Team as directed by the Head of the Tax Treaty Unit, in such a way that Trinidad and Tobago's interests are pursued with due consideration of the Income tax laws and obligations of Trinidad and Tobago to pursue relief from double taxation under its tax treaties.
- Prepare written responses to questionnaires and any additional queries from regional and international organizations including the provisions of supports materials such as laws, regulations and judicial decisions.
- Coordinate with the relevant ministries and divisions to obtain the requested information which forms part of the written submission of monitoring and evaluation reports that Trinidad and Tobago is required to submit as a member of the OECD Global Forum on Tax Transparency and the Exchange of Information and OECD Base Erosions of Profit Shifting (BEPS) Inclusive Framework.
- Assist in the evaluation, analysis, and development Trinidad & Tobago's Model Taxation Treaty consistent with regulatory issues and changes in the global economy with, minimal direct supervision.
- Analyze how new and proposed tax laws, decisions, regulations and rulings would impact existing Double Taxation treaties and future Treaties to be negotiated.
- Monitor the activities of the Global Forum on Tax Transparency and the OECD BEPS Inclusive Framework.
- Assist in the monitoring, evaluation and analysis of the output of the OECD BEPS inclusive Framework.
- Review, analyse, and synthesize double taxation treaties and related information from various sources to ensure a complete, accurate database
- .Assist in the maintenance of a repository of research documents in support of tax treaties and regulatory issues, and other pertinent withh0odig tax information.

- Advise stakeholders on the international aspects of taxation of Income/ Profits and Capital Investment with particular emphasis on withholding taxes and double tax treaty analysis.
- Assist in the provision of technical support to committees dealing with Global Forum and BEPS issues, Government and non-governmental organizations with respect to international taxation treaty issues such as, Exchange of Information and the BEPS minimum standards.
- Conduct independent research and analysis of tax treaties, current international taxation standards and economic issues and coordinate with the relevant stakeholders such as the Board of Inland Revenue; Ministry of Finance; Ministry of Foreign and CARICOM Affairs; Ministry of Trade and Industry and other stakeholders, when necessary.
- Advise and provide comments on complex tax treaty interpretation or other taxation issues consistent with the applicability of the Double Taxation Treaty.
- Assists with the preparations for International Double Taxation Negotiations conferences, meetings, seminars etc.
- Any other related duties.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **KNOWLEDGE:**

- Knowledge of tax laws and regulations and related policies and procedures.
- Knowledge of Tax Treaties and their application.
- Knowledge of Trinidad and Tobago business/economic environment and its relationship with international organizations as regards policy trends in taxation agreements.
- Knowledge of the work and activities of the Global Forum on Tax Transparency and the Exchange of Information
- Knowledge of the principles, techniques, methodology and practices of research and statistical investigations.
- Knowledge of the OECD Base Erosion and Profit Shifting Action Items.

### **SKILLS AND ABILITIES:**

- Solid analytical and research skills.
- Very good written and verbal communication skills to gather and prepare written responses to request and to communicate international tax information to stakeholders at various levels of the Ministry and international organisation and agencies in other countries.
- Ability to express ideas clearly and concisely both orally and in writing.
- Skill in the use of a variety of software applications including Excel database.
- Ability to take initiative and to adapt to a rapidly changing environment.
- Ability to produce high level reports in a timely manner.
- Excellent organizational, interpersonal and time management skills.
- Ability to work independently, to perform multiple activities simultaneously and adhere to set deadlines.
- Must be a team player.
- Great interpersonal skills.

### **MINIMUM EXPERIENCE AND TRAINING:**

- Training as evidenced by possession of a degree in Economics / Management / Accountancy/ International Relations or Law from a recognized University, or any equivalent combination of experience and training.
- Minimum of two (2) years' of experience in international taxation, international negotiations, taxation policies, policy appraisal and assessment and technical research.

