

## Global Relations Division

### Centre for Tax Policy and Administration

#### Specific Task Consultant: Partnership programme with Non-OECD Economies

The Centre for Tax Policy and Administration is seeking an Intellectual Services Provider to help develop, lead and deliver seven events in the Centre's tax programme for co-operation with Non-OECD Economies.

The total amount of time required for the tasks will be 13 weeks (6 weeks for management and programme administration and 7 weeks for delivery of seminars) between 1 January and 31 December 2011.

#### **The tasks**

##### **1) Delivering Seven Events (7 weeks)**

- 31 January – 4 February, Taxation of Non-Residents, Ankara
- 14 – 18 March, Tax Policy Analysis, Yangzhou (China)
- 4 – 8 July, International Tax Avoidance (Bilateral), Vienna
- 19 – 24 September, Tax Policy Analysis, Seoul (Korea)
- 26 – 30 September, Tax Incentives, Mexico City
- 7 – 11 November, International Tax Avoidance, Vienna
- 28 November – 2 December, Taxation of Non-Residents, Yangzhou (China)

##### **2) Developing seminar materials, organising and serving as event leader or expert for events (6 weeks)**

- Revise and update materials for the Taxation of Non-Residents events in Ankara and Yangzhou, administer the events and serve as event leader during the events.
- Revise materials for the tax incentives event and update material and serve as event leader in Mexico.
- Revise and update materials for International Tax Avoidance and evasion workshops in Vienna, organise the events and serve as event leader.
- Participate as expert in the events on Tax Policy Analysis in Yangzhou and Korea.

**The person we are looking for should have...**

1. Seven or more years' experience in government in the area of tax policy; proven analytical skills.
2. Extensive teaching/facilitation experience in tax policy or administration, preferably within the OECD tax programme.
3. A willingness to travel.
4. Excellent communication, negotiation and diplomatic skills and a proven ability to work under pressure and in a team environment.
5. Excellent ability to draft well in English and a working knowledge of French.

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In order to apply for this intellectual services contract, please send your curriculum vitae and proposed fee structure to Ms. Jo Dempsey [jo.dempsey@oecd.org](mailto:jo.dempsey@oecd.org) by 17 January 2011.