PRINCIPAL ADMINISTRATOR (GRADE A4) IN THE FISCAL AFFAIRS DIVISION OF THE DIRECTORATE FOR FINANCIAL, FISCAL AND ENTERPRISE AFFAIRS

Closing date for applications: 18th March 1992

Duties:

Within the overall framework of the Programme of Work of the Centre for Co-operation with the European Economies in Transition (CCEET) and under the direct supervision of the Head of Division:

1. Ensure technical co-ordination and provide technical assistance and advice to central and eastern European countries in the field of taxation and, in particular, set up and implement the activities of the Partners in Transition Programme related to taxation and service the meetings organised in the context of these activities.
2. Assume overall responsibility for the establishment of a network of multilateral training centres for tax officials of central and eastern European countries. This will involve the management and organisation of three training centres (Budapest, Copenhagen and Vienna) and liaison with the administrative officer at each centre. Frequent travel to the centres and other eastern European countries will be required.

3. Contribute to the development of training courses on international and domestic tax issues and, occasionally, act as an instructor for certain courses.

4. Establish contacts and liaise with national tax administrations and other international organisations to ensure proper co-ordination of assistance programmes to central and eastern European countries in the field of taxation.

Principal qualifications:

1. Advanced university degree (or equivalent) preferably with a specialisation in taxation.

2. Experience in dealing with taxation issues in a national tax administration or an international organisation.

3. Knowledge and experience in organising training courses for tax officials would be an advantage.

4. Ability to co-ordinate and supervise professional staff, and to establish and maintain contacts with senior officials.

5. Excellent knowledge of one of the two official languages of the Organisation (English and French) and ability to draft well in that language. Very good knowledge of the other. Knowledge of a central or eastern European language would be an advantage.