

Government of Pakistan
Federal Board of Revenue
Directorate General of
International Taxes

C.No.2(2)S(CbCR)/Filing/2020 (Vol-V)

Islamabad, the September 28th, 2023

28 SEP 2023
C(M-IR)

The Member (Admin.)
Federal Board of Revenue
Islamabad.

Subject: Executive Director of the Commonwealth Association of Tax Administration (CATA)-Application Regarding.

I am directed to refer to the subject and to state that CATA has advertised job opening for appointment as the Executive Director of the Commonwealth Association of Tax Administration. The same is forwarded for circulation please.


2. Pertinent to mention that the last date for submission of application is 29th September, 2023.

Encl: As Above


Sadia Iftikhar
Secretary (CbCR)/TP

S(MIR-1)

S(MIR-11)


02/10/23
Urgent

149275-R 02/10/2023
02-10-2023



JOB AND TASK DESCRIPTION

Job Title: Executive Director of the Commonwealth Association of Tax Administrators (CATA)

Grade: F

Reports To: CATA Management Committee

General Information

The Commonwealth Association of Tax Administrators (CATA) is an Associated Organisation of the Commonwealth. CATA provides a platform for member countries to share experience and best practice to improve the efficiency and effectiveness of tax administration through international cooperation. The organisation supports its members through the delivery of workshops, training, conferences and online events on priority areas for Commonwealth tax administrations. Through the organisation, members benefit from a truly global exchange of ideas, experience and insight with peer administrations.

The Commonwealth Secretariat coordinates and facilitates the work of CATA, including consultation and co-operation among member administrations. It is responsible to members collectively. Based in London, UK, the Secretariat organises CATA conferences, events, meetings, and technical discussions to facilitate multilateral communication among the member administrations.

Job Summary

The Executive Director provides strategic leadership and management of all aspects of the Secretariat of the Commonwealth Association of Tax Administrators (CATA). The Executive Director represents CATA publicly, promoting CATA's values, and they are responsible for maintaining member engagement with the organisation.

The postholder is responsible for managing CATA and they are accountable for the accurate, reliable and timely preparation of the Secretariat's updates to the Organisation. This includes responsibility for managing activities, membership engagement, partnership engagement, delivery of CATA's institutional strategies and ensuring that the financial resources of the Secretariat are applied effectively and efficiently to achieve the strategic aims of CATA.

All administrative decisions lie with the Director within the mandate set out for them in the CATA Constitution and on the basis of the direction of the CATA General Meeting, Management Committee and the Strategic Plan.

Task Description

The roles and responsibilities of the Executive Director are outlined below:

JOB CLASSIFICATION		ASSIGNMENTS
1	CATA Secretariat Management	Providing leadership and management of all the functions of the CATA Secretariat, including responsibility for organising and overseeing the delivery of the annual work plan and working with CATA members to monitor and evaluate delivery
		Oversee the delivery of the CATA Strategic Plan 2022-25 and development of any new CATA strategies.
		Championing and acting as an advocate for the Commonwealth in all engagements.
		Managing the Secretariat and allocating resources to maximise performance and ensure delivery of all key business programme and priorities; Working closely with Commonwealth Secretariat offices to support the CATA Secretariat,

JOB CLASSIFICATION	ASSIGNMENTS
2	Management Committee
3	General Meetings
4	Annual Technical Conferences
5	Technical Offer
6	Membership Engagement
7	Communications
8	Partnership Activities
9	General Duties
10	Finance
11	People Management

in particular the Corporate Services Department and the offices of the Commonwealth Secretary General and the Deputy Secretary General.

Working constructively with the Management Committee of CATA in driving forward the objectives of the Organisation and the delivery of its goals, strategies, and business priorities. The post holder will draw the attention of management to any potential risks and issues.

Leading preparations for General Meetings to further the work of CATA, engaging with all CATA members to share and support delivery of Management Committee decisions.

Providing oversight and coordinating arrangements for CATA's Annual Technical Conferences, in cooperation with the local organising committee, including responsibility for soliciting Members to host the Conference, ensuring a good regional representation of CATA members as speakers and as participants. This will include working with the Management Committee to consider proposals to support attendance where necessary.

Engaging with relevant member countries and programme managers/coordinators to identify and deliver CATA events and training programmes that reflect the strategic priorities of CATA members.

Continually engaging with members, including Commissioners General, Country Representatives and Regional Directors, to solicit their support and contribution to CATA. Ongoing senior level engagement with senior representatives of CATA members to maintain engagement and support in the organisation.

Overseeing effective communication of CATA's work with members and external partners to keep them abreast of developments in CATA and in the Secretariat, including ensuring that the CATA website is fit for purpose and effectively publicises key information and updates to its members.

Ensuring CATA's products are accessible to all CATA members, including making use of innovative digital technology in the delivery of CATA's activities.

Working with members to ensure CATA communications are disseminated appropriately within member tax administrations to ensure officials benefit from CATA's offerings.

Maintaining relationships with external tax and economic agencies and organisations to ensure CATA's relationships are maintained, in close cooperation with the President and the Management Committee.

Representing CATA and its membership in international forums, including putting forward views shared across the membership on tax issues.

Exploring opportunities and initiating dialogue with existing and potential international funding agencies with a view to enlisting their support for the promotion of CATA activities.

Performing any other additional task(s) assigned by either the Management Committee or the General Meetings of CATA.

Actively contributing to the development and promotion of CATA and to the shaping, development and delivery of CATA's priorities, according to the CATA Strategic Plan.

Maintaining and ensuring adherence to the CATA Constitution, including making proposals for amendments where the need arises.

Holds responsibility for ensuring the soundness of the Secretariat's financial policies, systems and processes and seeks continuous improvement and cost-effectiveness in CATA's delivery.

Managing the financial strategy and budget process to achieve desired outcomes, including preparation of the annual budgets and supporting presentations to the management committee and the wider membership at the general meeting.

Supervises and assigns work to the Administrative Assistant and provides monitoring and guidance.

In collaboration with the Commonwealth Secretariat's Human Resources Section, manages the implementation of people management policies to recruit and manage highly qualified staff. The post-holder will be responsible for dealing with disciplinary and grievance issues and employee engagement and training and development matters as required.

Person Specification

Education: Candidates must possess a degree or an equivalent qualification.

Experience:

- At least 10 years' demonstrable leadership and management experience in a role relating to tax administration, gained since attaining their professional qualification. This work experience should include five years in a senior management role.
- Sound working knowledge of tax administration issues.
- Strong interpersonal skills, with experience of working effectively at senior levels in an international setting and building relationships with internal and external partners.

- Demonstrated experience in forming collaborative relationships and establishing trust with a diverse range of stakeholders to build consensus on issues.
- Advanced communication skills, with a proven ability to draft and communicate messages to stakeholders with clarity and with sensitivity.
- An ability to work under pressure and maintain professional composure.
- Have evidence of strong experience in managing a diverse, regional and/or international network.

Competencies

Working with others

Manages conflict and works towards mutual solutions
Identifies organisations with which to partner for specific solutions
Encourages others and provides them with the autonomy to pursue relationships
Uses personal influence to establish compromise and agreement when faced with conflict
Demonstrates balance between directness and diplomacy in negotiations
Uses influence to persuade partners and third parties toward Commonwealth Secretariat aims
Encourages and supports others in demonstrating cultural awareness when working with others

Communication

Communicates and explains complex issues to a wide range of audiences, selecting the most effective medium
Sets parameters for others to ensure consistency of approach and style of communications

Managing resources

Manages programme and cross team activities against specific objectives/results
Manages available resources in order to meet objectives e.g. by effective and efficient use of budget inter alia
Identifies the best method and resources when high level course of action has been identified
Analyses available resources and what activity they will enable
Takes responsibility for multi team/programme activities
Manages diverse motivations of a range of groups in large scale programmes

Adapting and innovating

Identifies opportunities to improve divisional operations and effectively gains buy-in
Evaluates impact of improvement initiatives
Remains receptive to and encourages innovative ideas from more junior colleagues
Initiates change that will enable programme/team to fulfil objectives in light of changing circumstances

Leadership and development

Reinforces vision throughout organisation
Identifies and develops leadership skills in others
Empowers others to take control of their own development and progression
Offers sound guidance and direction on complex and critical issues
Maximises the potential of others
Translate strategies into actionable plans. Contribute towards effectiveness of regional programmes

Accountability

Takes ownership of assigned tasks, honours deadlines
Ensures timely delivery of outputs within defined cost and quality standard parameters
Takes responsibility for own shortcomings and compliances
Supports subordinates, provides oversight and takes responsibility for all delegated assignments