



**JOB DESCRIPTION AND SPECIFICATION
MINISTRY OF FINANCE & THE PUBLIC SERVICE**

Job Title:	Senior Taxation Legal Officer
Classification/ Grade:	JLG / LO 4
Post Number	78365
Division/Branch:	Taxation Policy Division
Reports to:	DFS Taxation Policy
Manages Directly:	Tax Counsel - Legislation
Manages Indirectly:	N/A

This document is validated as an accurate and true description of the job as signified below.

Employee **Date**

Head of Division/Unit **Date**

Date received in HRM&D Division **Date created/revised**

JOB PURPOSE

To review, amend, draft and assist with the development of tax legislation; prepare Cabinet Submissions; and represent MOFPS at tax related meetings and conferences.

KEY OUTPUTS

- Tax legislation provisions developed and reviewed;
- Drafting instructions prepared and submitted;
- Cabinet submissions prepared;
- Statutory instruments gazetted;
- Reports prepared and submitted.

KEY RESPONSIBILITY AREAS

Technical and Professional

- Reviews and provide opinions on Cabinet Submissions and notes for Cabinet on tax and customs related issues;
- Represents the Ministry and defends tax related legislation before the Cabinet's Legislation Committee;
- Prepares and issues drafting instructions to Chief Parliamentary Counsel (CPC);
- Participates in the process of development and amendment of domestic tax laws;
- Collaborates with the other senior staff within the Division for the development of tax legislation;
- Advises the Taxation Policy Development Unit, and the Executive on legal and administrative implications of proposed tax measures;
- Drafts tax orders/notices for submission to the Minister;
- Prepares Cabinet and Legislation Committee Submissions, Briefs for the Minister, Leader of Government Business in the House of Representative and Senate, to facilitate the passage of legislation;
- Keeps abreast of tax related issues that arise in international tax fora and which will affect the operations of Government entities external to the Revenue, such as the Companies Office;
- Provides oral and written guidance to the Minister or the Leaders of Government Business in the House of Representatives and the Senate, during and in preparation for sittings of those bodies, to facilitate Parliamentary debate;

- Participates in the delivery of structured training to staff of the Ministry on the laws and practices relevant to all tax types;
- Liaises with the legal team at Tax Administration on the preparation of Briefs for the Minister on the advisability of entering negotiations with countries desirous of concluding tax treaties and/or exchange of information agreements with Jamaica;
- Initiates and ensures the gazetting of new legislation within the prescribed time;
- Provides interpretation of tax legislation;
- Peruses statutory instruments and ensures they conform to the dictates of the law before submitting them for gazetting;
- Prepares and submits reports;
- Performs other related duties assigned

PERFORMANCE STANDARDS

This job is satisfactorily performed when:

- Legislation is developed and reviewed in accordance with established procedure and within the agreed timeframe;
- Existing and new legislation drafted are amended in accordance with established standards;
- Accurate, detailed drafting instructions prepared and transmitted to the Chief Parliamentary Counsel within the required timeframe;
- Cabinet Submissions and Notes prepared and submitted to Cabinet according to established procedures and within the agreed timeframe;
- Documents processed and transmitted for gazetting according to the established guidelines;
- Accurate, comprehensive reports are prepared according to stipulations and submitted by the required time.

AUTHORITY TO

- Drafts legislative amendments;
- Recommend amendments to pieces of legislation;
- Defend legislation before Cabinet and Sub Committees of Cabinet

CONTACTS	NATURE OF CONTACT
<i>Internal</i> The Minister	Provide opinions/advice

Financial Secretary	Provide opinions/advice
DFS Taxation Policy	Receive directives and provide information
Heads of Sections and staff members	Provide interpretation of the legislation
External	
Houses of Parliament	Clarify and defend new legislation
Office of Chief Parliamentary Council	Instructions to draft legislation
Cabinet Office	Presentation of new tax related legislation
Attorney General's Chambers	Approval of legislation
Ministry of Foreign Affairs and Foreign Trade	For the negotiation of Agreements and Treaties with other countries
Companies Office of Jamaica	Policies in relation to taxation
Ministry of Industry and Commerce	
Statistical Institute of Jamaica	
Ministry of Transport and Mining	
Jamaica Printing Services	The gazetting of legislations and statutory forms Tax related information
Tax officials in other countries	

REQUIRED COMPETENCIES

Specific Knowledge

- Comprehensive knowledge of the various laws that govern taxation ;
- Comprehensive knowledge of the legislative process;
- Comprehensive knowledge of double taxation treaties and trade agreements;
- Comprehensive knowledge of International Tax and Customs Laws;
- Working knowledge of Tax Administration Jamaica operations and functions;
- Good knowledge of management principles and practices;
- Working knowledge of the Government of Jamaica Staff Orders and the Department's Code of Conduct;
- Working knowledge of computer systems and the relevant applications.

Skills and Specialised Techniques

- Excellent analytical, negotiating and planning skills;
- Excellent judgment, decision-making and problem-solving skills;
- Good time management skills;
- Good communication and interpersonal skills;

Qualifications and Experiences

- Bachelor's degree in Law;
- Certificate of Legal Education;
- Four (4) years related experience in the field of legislation.

WORKING CONDITIONS

- Normal office environment;
- Irregular and unscheduled working hours;
- Overseas and local travel
- Numerous critical deadlines.