



JOB DESCRIPTION AND SPECIFICATION
MINISTRY OF FINANCE & THE PUBLIC SERVICE

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|-------------------------------|--------------------------|
| Job Title: | Taxation Legal Officer |
| Classification/ Grade: | 78366 |
| Post Number | JLG / LO 3 |
| Division: | Taxation Policy Division |
| Reports to: | Senior Tax Counsel |
| Manages Directly: | N/A |
| 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

Under the direct guidance of the Senior Tax Counsel- Legislation, the Tax Counsel-Legislation has the responsibility to review, amend, draft and assist with the development of tax legislation; prepare Cabinet Submissions; and represents MOFPS at tax related meetings and conferences.

KEY OUTPUTS

- Tax legislation amended and drafted;
- Drafting instructions prepared and issued;
- Cabinet submissions and Notes prepared;
- Statutory instruments gazetted;
- Reports prepared and submitted.

KEY RESPONSIBILITY AREAS

Technical and Professional Duties

- Reviews and amend Cabinet Submissions and notes for Cabinet on taxation issues;
- Represents and defends tax related legislation before Cabinet's legislation Committee;
- 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 Branch and the Executive on legal and administrative implications of proposed tax measures;
- Prepares and issues drafting instructions to Chief Parliamentary Counsel (CPC);
- 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 which affect the operations of Government entities external to the Revenue such as the Companies Office ;
- Participates in meetings of the Legislation Committee when drafts of legislative proposals are being presented;
- Provides technical advice 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 on the law and practice relevant to all tax types;
- Initiates and ensures the gazetting of legislation within the prescribed time;
- Provides interpretation of tax legislation;

- Peruses statutory instruments, ensures they conform to the dictates of the law before submitting them to be gazetted;
- Contributes to the development of domestic legislations to keep abreast of international developments and associated external demands;
- Prepares and submits reports;
- Performs other related duties assigned.

PERFORMANCE STANDARDS

This job is satisfactorily performed when:

- Tax legislation developed, amended, drafted and reviewed in accordance with established procedure and within the agreed timeframe;
- Accurate, detailed drafting instructions are transmitted to the Chief Parliamentary Counsel;
- 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 specified guidelines;
- Accurate and comprehensive reports are prepared and submitted in accordance with agreed timeframe.

AUTHORITY TO

- Amend legislation;
- Issue instructions to Chief Parliamentary Counsel;
- Defend legislation before Cabinet and Sub Committees of Cabinet

| CONTACTS | NATURE OF CONTACT |
|---|---|
| Internal Senior Tax Counsel, Legislation, Treaties and International Tax issues | Receive directives and provide information |
| External Houses of Parliament Office of Chief Parliamentary Council Cabinet Office Attorney General's Chambers Ministry of Foreign Affairs and Foreign Trade Companies Office of Jamaica Ministry of Industry and Commerce Statistical Institute of Jamaica Ministry of Transport and Mining Jamaica Printing Services Tax officials in other countries | Clarify and defend new legislation Instructions to draft legislation Presentation of new tax related legislation Approval of legislation For the negotiation of Agreements with other countries Policies in relation to taxation The gazetting of legislations and statutory forms Tax related information |

REQUIRED COMPETENCIES

Specific Knowledge

- Comprehensive knowledge of International Tax and Customs Laws;
- Working knowledge of the various laws that govern taxation, legislative processes, treaties and trade agreements;
- Working knowledge of computer systems and the relevant applications;

Required Skills and Specialised Techniques

- Excellent analytical, negotiating and planning skills;
- Excellent communication and interpersonal and team skills;
- Excellent judgement, decision-making and problem-solving skills;
- Good time management skill.

Qualification and Experiences

- Bachelor's Degree in Law;
- Certificate of Legal Education;

- Three (3) years experience in the field of legislation.

WORKING CONDITIONS

- Normal office environment;
- Irregular and unscheduled working hours at times;
- May be required to travel overseas
- Numerous critical deadlines.