Ministry: Ministry of Finance & Economic Development		
2.		
3. Position Title: Team Leader	**4. Salary Level:** 9-7	**5. Division:** Taxation Division
6. Reports To: Commissioner of Taxes /Assistant Commissioner of Taxes	**7. Direct Reports:** Commissioner of Taxes/Assistant Commissioner of Taxes	

8. Primary Objective of the Position:

Contribute to the Organisation functions and strategies by leading a team to ensure taxpayers meet their tax obligations.
Lead a team involved in the investigation of businesses and individual taxpayers, debt and return collection process.
To manage and coach their staff to enhance the staffs' capabilities to meet the sections' and Taxation Division goals.

9. Position Overview

10. Financial: $11,180 to $12,818.00 per annum	10. Legal: Income Tax Act, Value added tax, Revenue Administration Act, Excise Tax Act and Internal Revenue Board Act.
11. Internal Stakeholders: Tax staff To be referred to Manager: • Leave roster and movement of staff during working hours. • Monthly progress report on staff output • Sectional work-plans • Staff schedule to visit taxpayers eg field audit etc.	a) 12. External Stakeholders: Taxpayers, Tax Agents, Customs Division, Chamber of Commerce, Other Government Ministries, CEO of Island Councils, Other Business Associations. To be referred to Manager Taxpayer education/awareness programs on Tax obligations and rights in accordance to Tax Acts conducted based on taxpayer behaviour.

This is position description provides a comprehensive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

13. KEY ACCOUNTABILITIES ***(Include linkage to KDP, MOP and Divisional Plan)***

- ***KDP/KPA: KPA 1:Human Resource Development***
- ***MOP Outcome: KPA 1: Human Resource Development 1.5***

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Administrative & Supervisory Activities: • Prepare work plans and allocate work to section team members. • Provide coaching, mentoring and training to section staff. • Monitor and produce monthly reports on performance of section as and when required. • Review and approve work carried out by team members to ensure the work complies with the relevant legislation, Taxation Division policies, quality and correctness.	• The Team Leader will ensure the activities of his/her team are conducted professionally and correctly. • Maintain a close working relationship with other sections. • Make decisions within the delegated authority. • Make recommendations to the Commissioner/Deputy Commissioner of Taxes for the prosecution or imposition of penal tax on taxpayers that are in breach of the law. • Act as a Division witness in judicial proceedings as required. • Ensure improvements and enhancements to processes and systems currently used. • Ensure RMS is kept up to-date in relation to any work which the team carries out.	• Reporting on team performance is timely and comprehensive. • Compliance plans formulated are achieved. • Ensuring monthly revenue targets are met. • Providing accurate and timely advice to taxpayers is consistent with Taxation Division business processes and policies. • Maintaining and building good relationships with taxpayers and other key stakeholders. • Ensuring deadlines are met and targets are achieved.

• Ability to understand, interpret and apply tax legislation by following business processes and policies, and encourage staff to do the same. • Continuously maintain professional skills and competence in the Taxation area and other areas relevant to his/her role. • Manage, monitor and maintain the quality of data in the Revenue Management System.	• Carry out any other work which may be assigned by the Commissioner or Deputy Commissioner of Taxes from time Taxes updated on any contentious issues from time.to time. • Keep the Commissioner and Deputy Commissioner of Taxes updated on any contentious issues.	• Proactively participating in activities to ensure development of personal capacity. • Maintaining a high level of integrity through adherence to the Code of Conduct (and/or similar documents) and Kiribati Tax Secrecy Provisions. • Satisfactory attendance in line with the public service requirements and that of the Taxation Division attendance Policy.

10. Key Challenges	**11. Selection Criteria**
• To encourage people to pay their fair share from their gross earnings is not a welcoming task and had, in most cases, made the work of the Tax office very difficult. • Conducting field audits at taxpayers' premises could sometimes give staff a sense of being unsafe. • Working with a range of taxpayers with different behaviours is a difficult task that requires a range of skills to be delivered to taxpayers in a professional manner.	**11.1 PQR (Position Qualification Requirement):** **Education:** Degree in Banking or Economics or Accounting or Law • **Experience: relevant work experience in managing and leading a team of people in a related field, preferably in the Taxation office.** **11.2 Key Attributes (Personal Qualities):** **Knowledge and skill:** • Is able to develop teamwork, promote consultation, share ideas, ensure understanding and appreciation of common goals and strive for excellence. • Has the ability to establish and maintain effective working relationships with key partners, and key internal and external stakeholders. • Must be computer literate, with word, Microsoft excel & Power Point etc. • A high level of initiative and self-motivation.

	• Excellent oral and written communications skills, including the ability to prepare accurate reports and other documents. **Attributes** • Able to handle taxpayers' cases by applying all desired operational and management skills. • Innovative, creative, creative, approachable, cooperative, fair when partaking in negotiations. • hardworking and dedicated. .