

<b>I. Position Information</b>	
1. Job Title:	Principal Revenue Officer Domestic Tax Revenue (15 Position)
2. Type of Contract	National
3. Post Level	Lower Level Management
4. Duration of Assignment	Five Year (renewable based on satisfactory performance)
5. Duty station:	Juba
6. Starting date:	8 <sup>th</sup> April 2019
7. Deadline:	6 <sup>th</sup> May 2019
8. Host Agency/Host Institution	National Revenue Authority
<b>II. Organizational Context</b>	
<p>The Republic of South Sudan became an independent state on July 9, 2011. The attainment of independent by South Sudan has opened an unprecedented window of opportunity to turn the devastation of over 20 years of civil war, displacement and underdevelopment into a new era of peace and prosperity.</p> <p>The government through the Ministry of Finance and Planning is embarking on revenue modernization and tax policy reforms to boost non-oil revenue generation in a transparent and accountable manner. The continued volatility of the oil price resulting in drastic fall in oil revenue receipts has created fiscal distortion in the fiscal year budgets thereby curtailing government ability to provide adequate services to the people.</p> <p>The government of the Republic of South Sudan through loan facility from the Africa Development Bank is establishing National Revenue Authority as a single collector to take up the responsibility of collecting all national revenues in an efficient manner. In this regard, a Commissioner General has been appointed to manage the day-to-day administration of the new institution.</p>	
<b>III. Descriptions of Duties:</b>	
<p>Via in-depth expertise and experience in the Non-Oil Revenue administration field, the Assistant Commissioner for Domestic Tax Division is expected to advise and support the Commissioner General for Fiscal Administration to achieve the reform of the non-oil revenue administration in line with international best practices.</p> <p>Under the direct supervision of the Assistant Commissioner for Domestic Tax of the South Sudan National Revenue Authority, the Principal Revenue Officer for Domestic Tax Revenue will support NRA in the modernization of the non-oil revenue administration. To this end, the Assistant Commissioner Domestic Tax Revenue will perform, without limitation, the following activities:</p> <ol style="list-style-type: none"> <li>Oversee the preparation of annual divisional operating budget; monitors and controls expenditures within approved budget; ensures expenditures are made in strict compliance with NRA's purchasing policies and regulations;</li> <li>Oversee revenue collection including revenue forecasting, taxpayer education, revenue management and reporting;</li> </ol>	

- c. Assist the deputy Commissioner for Domestic Tax in scheduling training for Tax Division staff;
- d. Manage the development and implementation of strategies, operational policies, standards and procedures covering compliance monitoring, collection enforcement and revenue accounting;
- e. To coordinate and manage development and implementation of operational services and budget;
- f. Establish the revenue targets by tax, function, and region;
- g. To coordinate the accounting for revenue collection of the division;
- h. Establish departmental programs and approve state workload;
- i. Coordinate availability and use of allocated resources;
- j. Monitor revenue collections against set target and provide recommendations;
- k. Monitor performance of sections and provide day-to-day support and guidance on state management issues and the human resources development in the division;
- l. Manage day-to-day administrative work such as approval of payment vouchers and signing of cheques;
- m. Perform any duty as assigned by supervisor.

#### **V. Corporate Competencies:**

- a. Demonstrates commitment to NRA's mission, vision and values;
- b. Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

#### **Functional Competencies:**

- a. Development and Operational Effectiveness;
- b. Ability to perform a broad range of activities pertaining the job, including data/ schedule management, maintenance of protocol, information flow;
- c. Ability to handle information and documents with confidentiality;
- d. Ability to provide input to business processes re-engineering, elaboration and implementation of new data management systems.

#### **Leadership and Self-Management**

- a. Shows initiative;
- b. Focuses on result for the client and responds positively to feedback;
- c. Consistently approaches work with energy and a positive, constructive attitude;
- d. Remains calm, in control and good humored even under pressure;

- e. Demonstrates openness to change and ability to manage complexities;
- f. Knowledge Management and Learning;
- g. Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills;

## **VI. Skills, Experience and Qualifications Required**

The successful candidate should have the following skills, experience and qualifications:

- a. Minimum of 5 (five) years of general professional experience in the area of the assignment;
- b. minimum of 3 (three) years of experience with a national revenue/tax administration, and implementing specific revenue management and tax compliance related processes, based on modern concepts and international best practice;
- c. First University Degree in Business Administration, Accounting and Financial Management, and any relevant qualifications;
- d. Excellent in written and oral communications;
- e. Strong interpersonal skills;
- f. Can perform and prioritize multiple tasks seamlessly with attention to details;
- g. Proactive approach in problem solving with strong decision-making capability;
- h. Highly resourceful team player and can work independently; and with ability to handle confidential information with discretion;
- i. Proficient in Microsoft Office Application;
- j. Strong ability to organize effectively, delegate responsibility, solve problems quickly and communicate clearly;
- k. Leadership skills, including the ability to manage time effectively and handle both internal and external complaints.

### **Application Information**

All applications must be submitted in sealed envelop clearly marked the title of the position and Address to: **The Office of the Commissioner General of the National Revenue Authority, Opposite National Security office at Jebel.**

**Application Received after the deadline will not be considered.**