



BELIZE TAX SERVICE DEPARTMENT VACANCY NOTICE

Suitably qualified applicants are invited to fill the position of:

CROWN COUNSEL

Applicants for the position of Crown Counsel:

- a) must be:
 - i. qualified to practice as an attorney-at-law in a court in Belize or as an advocate in a court in any other part of the Commonwealth having unlimited jurisdiction either in civil or criminal causes or matters; and
 - ii. has been qualified for not less than five years so to practice in such a court.
- b) must be in good health.
- c) must be a person who always conducts himself, both in his professional and in his personal life, in a manner that will maintain public confidence in the standards of the legal profession.

Experience and training required:

- a) Minimum of four (4) years' experience as a practicing attorney-at-law;
- b) Bachelor of Laws Degree (LLB Degree) from a recognized institution; and
- c) Legal Education Certificate or equivalent from a recognized institution.

Interested persons may submit their complete application package (Application letter, CV, recommendations, all relative achievement documentation) to:

**The Secretary
Judicial and Legal Services Commission
Ground Floor, Sir. Edney Cain Building
Belmopan City, Cayo District
Belize, Central America
Telephone number: 822-2204 or 822-2235
email address: ceo@mps.gov.bz**

Deadline for receipt of applications: **April 30th, 2024**

Note: Only suitably qualified applicants will be acknowledged. Commission is not bound to make an appointment from among those persons who apply.

BELIZE TAX SERVICE (BTS)
JOB DESCRIPTION &
SPECIFICATION

Job Title:	Crown Counsel
Classification/ Grade:	PS 23
Functional Area:	Legal Services
Reports to:	Director General
Manages Directly:	

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

Crown Counsel

Date

Director General

Date

*Date received in Ministry of the Public
Service*

Date created/revised

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PURPOSE OF THE JOB

To provide legal services relating to the interpretation, development and enactment of tax legislation, negotiation of treaties and agreements and deliberations in litigation, advisory and research; to ensure that tax laws are administered equitably and transparently. Provide support to the Director General in developing strategic initiatives that promote the Tax Administrations vision within the legal framework.

KEY PERFORMANCE OUTPUTS

- Tax legislation interpreted;
- Guidance for the development and/or amendment of tax legislation provided;
- International/multilateral treaties and agreements negotiated;
- Litigations deliberated;
- Objections and Appeals settled;
- Guidance on the negotiation of settlements provided;
- Operational and work plans and budgets for the division prepared;
- Human resources are managed effectively.

KEY AREAS OF RESPONSIBILITY

Managerial and Administrative Duties;

- Provides leadership, support and guidance to staff to ensure the effective management of the division;
- Plans, coordinates and directs all activities of the functional areas;
- Spearhead the preparation of the operational plan and budget to ensure that all relevant activities, resources and contingencies are considered;
- Develop key performance indicators and set targets for the Legal Staff accordingly to provide regular reports to the Director General;
- Cultivate and maintain effective working relationships with all relevant stakeholders, both internal and external, thereby ensuring that the operations division provides a consistently high level of service;
- Manages support staff and unit recovery operations during crises and natural disasters;
- Performs elections duties.

Technical and Professional Duties

- Provides legal research, advice and representation in all areas of tax administration;

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- Drafts instructions for legal changes, regulations and orders relating to Belize Tax Service;
- Recommends legislative revisions based on changes in tax administration practices;
- Evaluates and assesses complicated legal tax issues;
- Manages the settlement of objection and appeals cases;
- Ensures BTS is represented in court on all litigation matters;
- Negotiates international multilateral tax treaties and agreements on behalf of the Government of Belize;
- Oversees the drafting of all regulations, orders and instructions on tax matters;
- Prepares claims for court proceedings on enforced collection and bankruptcy cases;
- Identify legal procedural weaknesses in tax operations and takes the necessary steps to correct these weaknesses;
- Reviews all documents that have legal implications for BTS to ensure the government's interest is protected;
- Performs other related duties assigned.

Human Resource Management Duties

- Establishes, develops and manages the human resource plan for the legal staff and address staff requirements and succession planning in collaboration with the human resource manager;
- Participates in the recruitment of staff for the unit and monitor staff to ensure that there is strict awareness and adherence to the policies and procedures;
- Conducts periodic reviews of direct reports in accordance with the approved work plans;
- Completes final performance assessments and recommends appropriate training and development needs for staff;
- Initiates and participates in disciplinary proceedings for the legal staff and implements corrective measures;

PERFORMANCE STANDARDS

This job is satisfactorily performed when:

- Legislation is developed and amended in accordance with recognized standards;
- Accurate and timely interpretations are provided on request;
- Litigation matters are effectively and constantly monitored;
- Treaties and agreements negotiated are done in the best interest of the Government of Belize;

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- Human Resource functions are performed according to plan and in accordance with policies and standards.

AUTHORITY TO:

- Recommend tax related legislative changes;
- Provide legal interpretations and advice to the Director General, Divisional heads and other stakeholders;
- Represent Belize Tax Service on tax related agreements and treaties.

CONTACTS	NATURE OF CONTACT
<i>Internal</i> Director General Deputy Director General – Operations, Policy and Supporting Services	Provide advice on court cases and other legal matters
<i>External</i> Minister of Finance Attorney General Director of Public Prosecutions Contractor General	Provision of advice & Consultation

REQUIRED COMPETENCIES

a) Specific Knowledge and required skills:

- Expert Knowledge of Belize’s tax laws and regulations;
- Excellent knowledge of Belize Tax service’s operations and functions;
- Comprehensive knowledge of international tax laws;
- Working knowledge of management principles;
- Excellent negotiating and advocacy skills;
- Excellent judgement, communication, interpersonal and team skills.

QUALIFICATION AND EXPERIENCE

- LLB Degree or equivalent qualification;
- Certification of legal education;

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- Four (4) years' experience as an attorney at Law with experience in taxation (3) of which should be gained at a management level.

WORKING CONDITIONS

- High pressure office environment with multiple and competing priorities;
- Irregular working hours at times;
- Numerous critical deadlines
- Travel (30%).