



JOB PROFILE

1. JOB DESCRIPTION

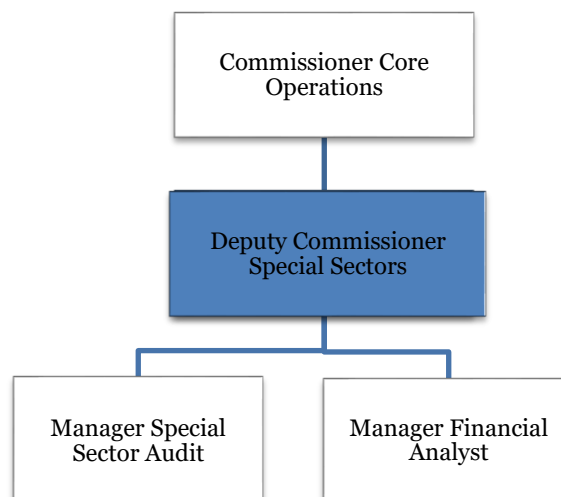
Job Title:	Deputy Commissioner Special Sectors
Work Location:	RSL Head Office
Division:	Core Operations
Grade: D4	Last reviewed: September 2021

2. JOB PURPOSE

To be responsible for RSL Special Sector Department strategic direction aimed at improving compliance culture, revenue performance and reducing the cost of collection through risk-based special sector & transfer pricing audits and financial analysis.

3. ORGANISATIONAL STRUCTURE

Organizational structure showing the position with one (1) level above and one (1) below.



4. KEY RESPONSIBILITIES

Key Performance Areas

Duties and Responsibilities:

Strategic Management

- Participate in and contribute to the development of the RSL, Divisional and Departmental long-term and short-term strategic direction.
- Set Special Sector strategic direction towards ensuring its integration with the organizational strategic planning process in collaboration with executive leadership and business partners.
- Provide oversight for Special Sector Audit and Financial Analysis.
- Develop a full understanding of, and therefore lead the Special Sector department in the 4DX framework in order to ensure effective execution of the strategic priorities.
- Lead the process of developing and implementing Special Sector Departmental plans to ensure alignment and coordination with the strategic direction taken by the entire organization.
- Ensure alignment of strategic Departmental initiatives with good governance practices to achieve strategic outcomes.
- Identify and evaluate strategic risks that impact on the RSL and the Special Sector Department and ensure successful implementation of mitigating initiatives
- Collaborate and communicate departmental strategies with other divisions and external stakeholders for exchange of information on implementation of initiatives
- Ensure that the core values of the RSL are upheld by staff in order to create a value-driven culture

<p>Leadership And Management</p>	<ul style="list-style-type: none"> ➤ Maintain collaborative leadership within the Special Sector Department towards achievement of staff engagement and motivation. ➤ Provide guidance and support to the direct reports in the implementation of the Revenue Services’ operations in a manner that ensures achievement of the strategic outcomes ➤ Advise, build and maintain relationships with other business unit leaders to develop a clear understanding of business needs and create synergies across the Organisation. ➤ Ensure cost-effective delivery of Special Sector services to meet business needs and be able to respond with agility to changing business priorities. ➤ Manage individual performance of direct reports through setting performance targets and undertaking regular assessments. ➤ Collaborate with Human Capital Management (HCM) to continually look for leading-edge and innovative solutions to the recruitment, capacitation and retention of the Special Sector workforce to achieve culture of integrity, ethics and governance objectives. ➤ Develop and control annual operating and capital expenditure budget for Special Sector to ensure it is consistent with overall strategic objectives of the Revenue Services and is within plan.
<p>Special Sectors Audit & Financial Analysis</p>	<ul style="list-style-type: none"> ➤ Enhance Transfer Pricing audits to ensure compliance with the provisions of the Tax Laws and International Agreements. ➤ Approve appropriate Advance Pricing Arrangements (APAs) following detailed review of submissions by Multinational Enterprises (MNEs) to secure optimal tax revenue.

	<ul style="list-style-type: none"> ➤ Approve Transfer Pricing documentation such as Master and Local files and country-by-country reports for adequate case reporting. ➤ Lead settlement agreements in audit cases that warrant negotiation to achieve fair tax treatment. ➤ Review and approve information gathered towards Tax Treaty network development and expansion by the RSL. ➤ Support RSL Competent Authority in Mutual Agreement Procedure (MAP) to collect taxes due to Lesotho as determined in the Double Taxation Agreements (DTAs). ➤ Approve annual special sector audit plan as to implement prompt and accurate risk-based audits. ➤ Enhance the financial risk assessment capabilities within the RSL to enable selection of financial analysis cases for MNEs. ➤ Lead and provide guidance to the complex financial analysis or any other cases. ➤ Build relations with relevant financial data base sources for efficient and timely data collection.
Policies, Systems and Control	<ul style="list-style-type: none"> ➤ Lead the development of Special sector policies, systems, processes and procedures in order to enhance compliance.
Reporting	<ul style="list-style-type: none"> ➤ Provide monthly and quarterly reports on implementation of Special Sector strategy and departmental initiatives for accountability and performance monitoring.

5. Work Conditions

- Indoor Work
- International & national Travelling
- Meetings
- Extended hours
- Electronic Mail

6. JOB SPECIFICATIONS

1. Education *(Minimum education level requirements)*

Degree	International Taxation/Accounting/Auditing/ Financial Analysis or equivalent
Post-Graduate	International Taxation/ Accounting/Auditing/ Financial Analysis or equivalent

2. Experience *(minimum necessary experience required)*

Degree	7 years relevant work experience (5) of which must be in a managerial role
Post-Graduate	5 years relevant work experience (3) of which must be in a managerial role

3. Training *(essential training necessary in addition to the above experience to perform the job)*

<ul style="list-style-type: none">➤ Strategic Leadership and Management Development➤ Change Management➤ Service Excellence➤ Strategic Risk Management➤ Total Quality Management➤ Advanced international taxation➤ Advanced Transfer Pricing➤ Advanced Business Taxation➤ International Tax Accounting standards➤ Advanced auditing techniques
--

4. Senior Management Competencies

<p>Collaborative Leadership: a leadership approach which emphasizes collaboration with, and therefore ownership by, staff and clients</p> <p>Agility: dynamic and a possibility-oriented thinking</p> <p>Service Culture: Prioritizing customer service in all business activities, decisions and every day operations</p> <p>Innovation: ability to develop innovative solutions for business needs</p> <p>Accountable: taking ownership; holding oneself and others accountable for delivery; leading in action to resolve issues, open to feedback and critique</p>

Change leader: proactively identifying and driving change in their area; strong change manager

Capability builder: driving talent development; proactively identifying capability gaps and develop strategies to address; good coach for their team

Conflict Resolution: mediates and resolves issues within the team and between the team and other stakeholders

Strategic Thinker ability to solve strategic problems that combine rational and convergent approaches with both innovation and a differentiated thought process

Business Acumen: keenness and quickness in understanding and dealing with a "business situation" (risks and opportunities) in a manner that is likely to lead to a good outcome

5. Professional Certification

International Taxation or Transfer Pricing or Financial Analysis or any other relevant professional certification will be *Added Advantage*.

6. Core Competencies

Behavioural Competencies

- Collaboration across departments
- Vigilance
- Decision making
- Communication and Interpersonal skills
- Problem solving
- Analytical
- Ethical

Functional Competencies (Technical)

- Negotiation Techniques
- Advanced knowledge of International Taxation
- Advanced Transfer Pricing
- Advanced Financial Analysis
- Advanced Auditing Techniques
- Interpretation and application of Tax and Customs laws
- Data Analytics

7. Values

- Assertiveness
- Boldness
- Diversity embracing
- Networked
- Service first
- We care
- Risk taking
- We are responsive
- Shared ownership
- Agility and flexibility with healthy change appetite
- Team-work/ connectedness