



JOB PROFILE

1. JOB DESCRIPTION

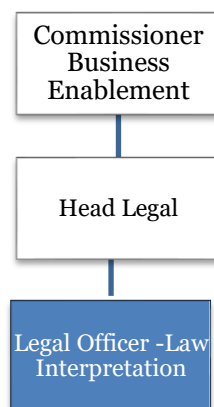
Job Title:	Legal Officer – Law Interpretation
Work Location:	RSL Head Office
Division:	Business Enablement
Grade: D1	Last reviewed: September 2021

2. JOB PURPOSE

Responsible for provision of law interpretation services through research and study of relevant revenue laws aimed at promoting a fair revenue environment and improved voluntary compliance

3. ORGANISATIONAL STRUCTURE

Organizational structure showing the position with two (2) levels above



4. KEY RESPONSIBILITIES	
Key Performance Areas	Duties and Responsibilities:
Law Interpretation	<ul style="list-style-type: none"> ➤ Research and study the relevant revenue laws and attend to law interpretation queries/requests from revenue departments ➤ Develop interpretation notes in accordance with the law and workshop the written material to relevant stakeholders ➤ Produce and submit reports of research findings and recommendations as required ➤ Provide inputs into the development of tax guides, guidelines and client educational materials to enhance general taxpayer understanding ➤ Advise on statutory matters that require harmonization and simplification of the revenue laws for ease of administration and application ➤ Make inputs into the legal interpretation training content and provide training where necessary.
Policies, Systems & Controls	<ul style="list-style-type: none"> ➤ Develop and implement systems, procedures and policies to enhance management of the section
Reporting	<ul style="list-style-type: none"> ➤ Provide monthly and quarterly reports on implementation of departmental initiatives for accountability and performance monitoring

5. Work Conditions

- Indoor Work
- Meetings
- Extended hours
- Electronic Mail
- Work from home

6. JOB SPECIFICATIONS

1. Education *(Minimum education level requirements)*

Degree	LLB
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2. Experience *(minimum necessary experience required)*

5 years' experience in a revenue related legal environment

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

- Income Tax and VAT technical training
- Customs and Excise law training
- Tax Law Treaty training

4. Middle Management Competencies

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

Any relevant and recognized professional certification (*an added advantage*)

6. Core Competencies

Behavioral Competencies

- Problem Solving
- Learning attitude
- Logical reasoning
- Interpersonal skills
- Facilitation skills

Functional Competencies (Technical)

- Advanced communication – written and verbal
- Office Suite
- Legal Research skills
- Writing legal opinions
- Knowledge of Income Tax, VAT and Customs and Excise laws including Conventions, Treaties and Agreements
- Data Analytics

7. Values

- Teamwork
- Innovation
- Professionalism
- Integrity
- Empathy