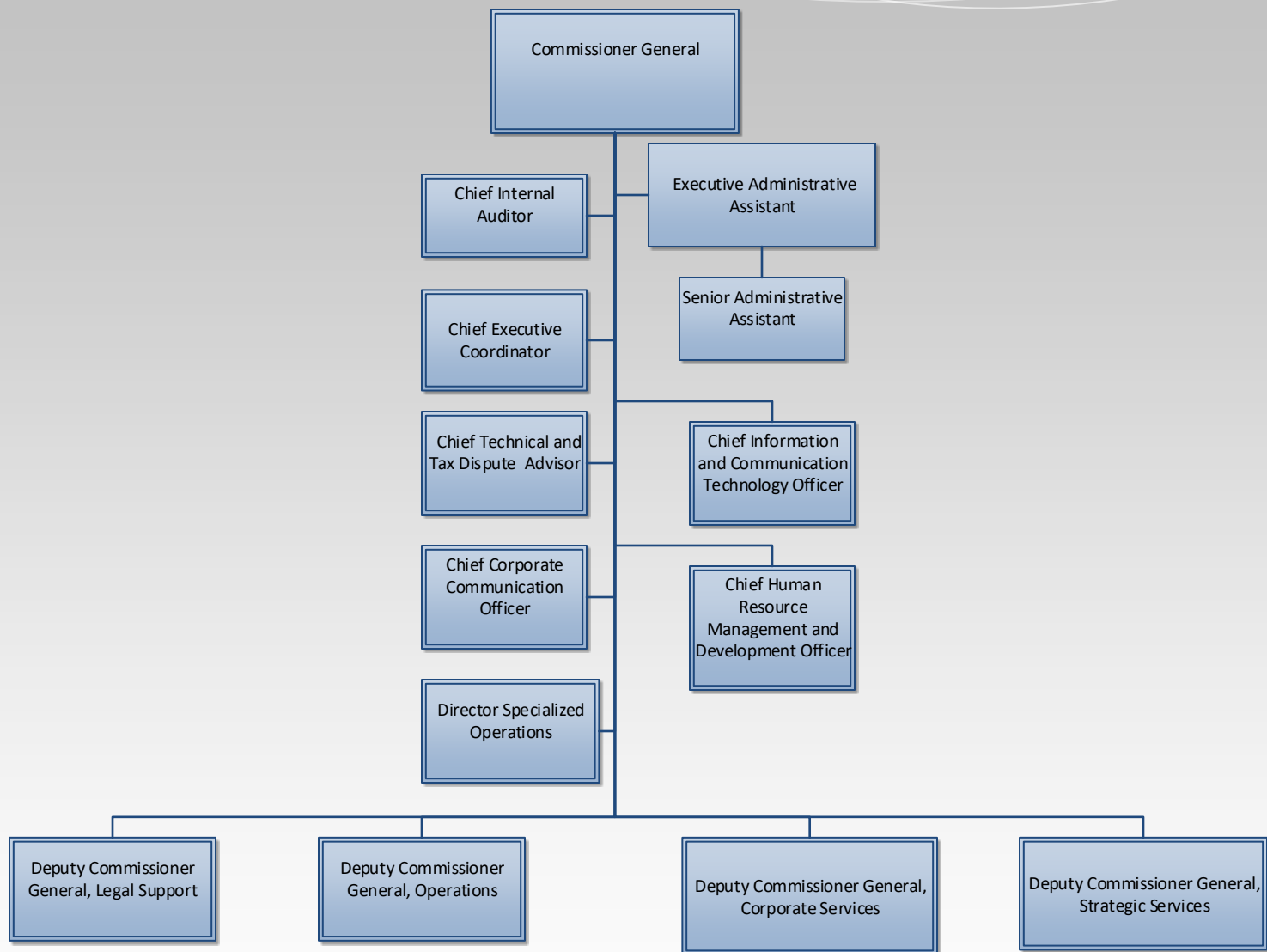


Commissioner General Executive Office (CGEO)



Commissioner General.....>

The Commissioner General has overall responsibility for the daily operations of Tax Administration Jamaica (TAJ), building coalitions with key stakeholders and ensuring that taxpayers have confidence in TAJ and its operations. This includes responsibilities for collection of the revenue due, the administration and enforcement of revenue laws through excellent service delivery while providing centralized direction and management to the Legal Support, Operations, Coproprate Services and Strategic Services Divisions respectively and serve as Principal Advisor to the Financial Secretary on matters relating to the administration of tax laws and contributes to the formulation of tax policies and the amendment of tax legislation.

**Deputy Commissioner General,
Legal Support.....>**

To provide specialized legal services as it relates to the interpretation, development and enactment of tax legislation, negotiation of treaties & agreements and deliberations in litigation, advisory and research as well as representing the Government of Jamaica in the international arena in relation to tax administration; ensure that tax laws are administered in an equitable and transparent manner. In so doing the incumbent will support the Commissioner General in developing strategic initiatives that promotes the vision of Tax Administration within a legal framework.

**Deputy Commissioner General,
Operations.....>**

To craft key operational strategies for the Division within a tax compliance framework to support an effective Tax Administration; plan, direct and monitor the delivery of the domestic tax administration programmes for direct and indirect taxes; exercise line management authority over the General Managers for LTO, the RSCs, Centralized Operations as well as over the Tax Offices (satellite); oversee collections, registration, audit & assessment, compliance & enforcement, investigations, taxpayer services & education; craft key operational strategies for the Division and support the Commissioner General by providing technical advice on daily operational matters.

**Deputy Commissioner General,
Corporate Services.....>**

To lead the strategic direction and policies relating to the provision of Corporate Services for Tax Administration Jamaica (TAJ); plan, direct and monitor the functions of the Division comprising of Information & Communication Technology, Finance & Accounts, Records & Information Management and Administration, Property and Security Services; ensure that all tax revenue collected is properly accounted for, suitable property and office services are provided, fixed assets, equipment and supplies are well secured and maintained, documents and records are appropriately stored for easy retrieval

**Deputy Commissioner General,
Strategic Services.....>**

To direct, manage and coordinate the corporate and strategic planning and policy development functions of Tax Administration of Jamaica (TAJ); monitor and evaluate TAJ's performance in relation to its corporate and strategic plans; lead and guide the innovation and governance necessary to identify, evaluate, mitigate and monitor the perceived enterprise operational and strategic risks whilst ensuring that the risk management policies and strategies are in compliance with applicable international regulations and standards and the strategic imperatives of TAJ as well as to oversee and monitor the development and delivery of programmes to improve the auditing and quality/efficiency of the programmes implemented.

Chief Executive Coordinator.....>

To provide support to the Commissioner General (CG) by coordinating and monitoring high level, cross-functional projects, including the development of broad policy and operational objectives which requires integrating and/or coordinating efforts and activities across organizational lines.

The incumbent will also serve as the CG's representative and may be called upon to participate in policy and decision making activities on behalf of the CG. Additionally, the incumbent is one of the principal consultants to the CG on a wide range of management and administrative activities.

Chief Technical and Tax Dispute
Advisor.....>

To provide technical advice and solutions to the Commissioner General (CG) on complex issues taking into consideration its impact on fiscal policies. The incumbent represents the Commissioner General at Tax policy committees, international forums, Legislative Committees and may be called upon to make decisions for the CG as it relates to giving technical advice on Bills or Committee issues; provides technical support to Minister of Finance on tax bills. He/she is also responsible to provide technical guidance and leadership to the settlement of objection cases, keeps the Commissioner General abreast of all critical and technical tax dispute matters. Directly responsible for the development and implementation of policy and strategic framework to ensure conformance to approved standards and makes recommendations for improvement in the operations of Technical Advisory and Tax Dispute Resolution functions

Executive Administrative Assistant....>

To plan, direct and co-ordinate all activities of the Commissioner General's Office, provide a full range of executive and administrative support as well as to serve as Secretary to the Board of Tax Administration Jamaica.