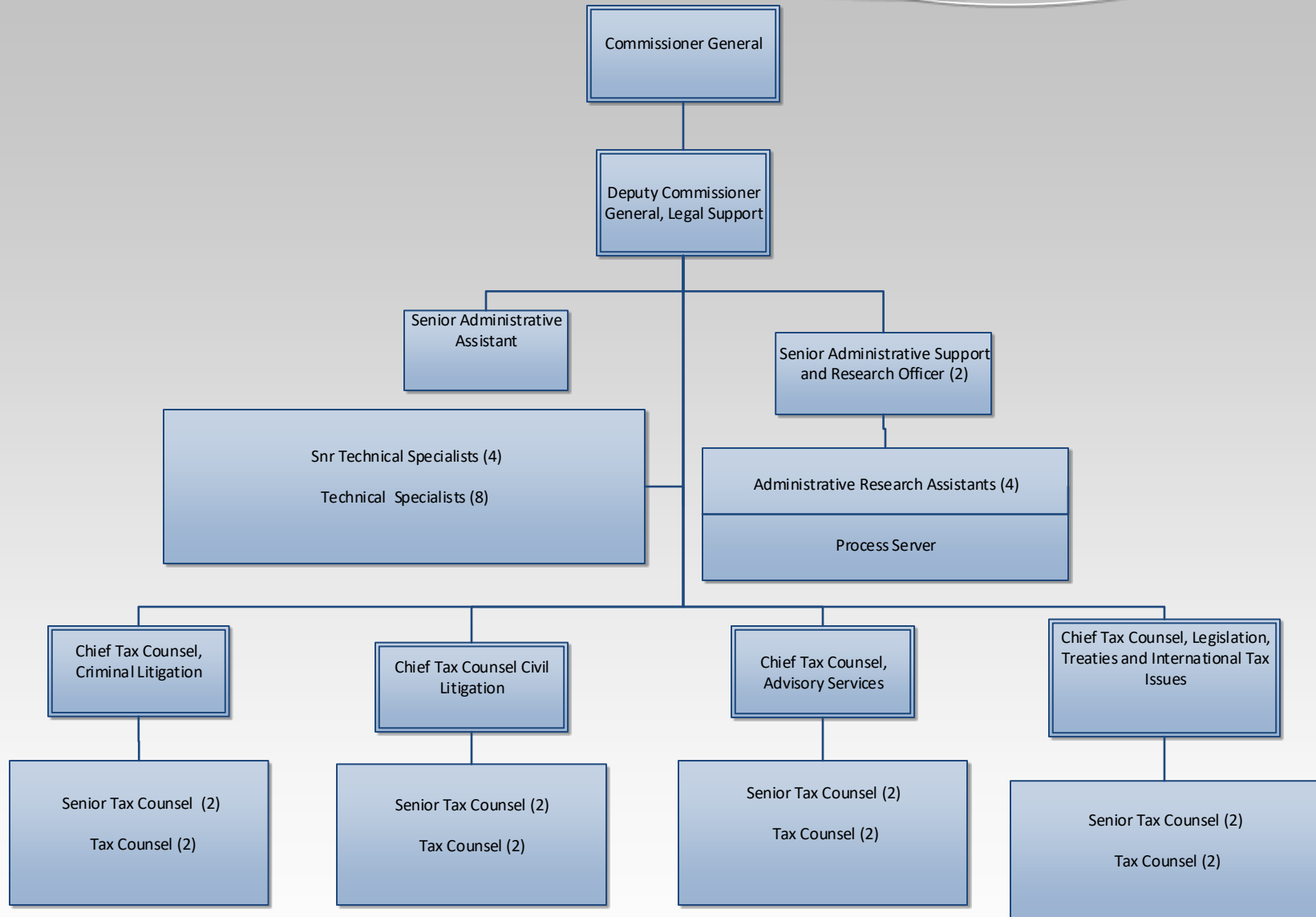


Legal Support Division Structure



Amended July 24th, 2015; October 26, 2015; Nov 2016; January 2022

Chief Tax Counsel, Civil and Criminal
Litigation>

To provide specialized legal services to Tax Administration Jamaica through legal representation/advocacy in civil and criminal tax matters at all levels of the Court system for the mitigation of the risk of revenue loss and the protection and enhancement of the revenue; provide advice for strategic decision making in respect of court action and other compliance related activities and for the provision of guidance to the Department in respect of the development and implementation of mechanisms and systems for the encouragement of voluntary compliance.

Chief Tax Counsel, Advisory Services.....>

To direct, coordinate and monitor the activities of the Advisory Section; provide legal advice on tax related matters raised within Tax Administration and by the Ministry of Finance and the Public Service; research complex tax related legal issues; ensure that TAJ's taxation practices and procedures adhere to the highest professional legal and ethical standards.

Chief Tax Counsel, Legislation, Treaties and
International Tax Issues.....>

To manage and guide the development of domestic tax related legislation and statutory interpretation; advise the Government on proposals for new tax legislation and statutory mechanisms; participate in the negotiation of tax treaties and tax related international agreements as well as to provide advice and representation for the Government of Jamaica in international tax matters and fora.

Senior Tax Counsel, Litigation.....>

To provide specialized legal services to Tax Administration Jamaica through legal representation/advocacy in civil or criminal tax matters to mitigate the risk of revenue loss and the protection and enhancement of the revenue; provide advice in respect of court action and other compliance related activities and advise and guide Managers in the Tax Offices on court procedures

Senior Tax Counsel, Advisory Services.....>

Senior Tax Counsel, Advisory is responsible for researching and providing guidance and advice to officers within Tax Administration Jamaica on contractual and tax matters.

Senior Tax Counsel, Legislation, Treaties and
International Tax issues.....>

To amend, draft and assist with the development of tax legislation; prepare Cabinet Submissions; participate in the negotiation of bilateral and multilateral treaties and Agreements and represent TAJ at tax related meetings and conferences.

Tax Counsel, Litigation.....>

To prepare tax cases, represent Tax Administration in court, advise and guide employees in the Tax Offices on court procedures and the application of the law and participate in the development and implementation of mechanisms and systems for the encouragement of voluntary compliance and sustainable collections.

Tax Counsel, Advisory Services.....>

To research and provide guidance, advice/opinion to the Chief Tax Counsel, Advisory, other Officers within Tax Administration Jamaica (TAJ) and the Ministry of Finance on contracts and the tax laws.

Tax Counsel, Legislation, Treaties and
International Tax Issues.....>

To amend, draft and assist with the development of tax legislation; prepare Cabinet Submissions; participate in the negotiation of bilateral and multilateral treaties and agreements and represents Tax Administration Jamaica (TAJ) at tax related meetings and conferences.

Senior Administrative Support and Research
Officer.....>

To provide administrative and research support to the Legal and Technical Support Division; manages the legal databases and supervises the activities of the Process Server and the Administrator/ Research Officers.

Administrative Research Assistant.....>

To provide administrative, paralegal and research support for the Legal Support Division and assists in providing responses to queries made under the Access to Information Act. The incumbent will also assist in the maintenance of the legal databases.

Senior Technical Specialist.....>

To provide technical advice and support to the Executive on a variety of issues including the development of TAJ's positions and strategies in respect of technical issues arising from tax measures, tax policies or the administration of the tax laws; prepare Practice Notes and Private Rulings for publication in collaboration with the attorneys; provide technical tax related advice and support to TAJ's staff on programmes/projects and collaborate with the attorneys on the negotiation of international tax agreements.

Technical Specialist.....>

To provide technical advice on a variety of issues including the development of TAJ's positions and strategies in respect of technical issues arising from tax measures, tax policies or the administration of the tax laws; draft Practice Notes and Private Rulings in collaboration with TAJ attorneys; assist in the negotiation of international tax agreements and provide technical advice and support to TAJ staff on programmes/projects in respect of tax matters.

Process Server.....>

To execute tasks connected to the printing/reproduction and movement of legal and other documents between TAJ and various parties with whom the Legal Division interacts, ensuring that the handling and processing of those documents, upon receipt and delivery, is in keeping with all statutory and other procedural requirements.