



RECRUITMENT OF IOTA INTERNATIONAL EXPERT (SECONDMENT POST)

INTRODUCTION

Due to extending the range of services provided to our members, the Intra-European Organisation of Tax Administrations (IOTA) launches a recruitment procedure for the seconded position of an International Expert under the terms detailed hereinafter.

1. PREPARATION OF THE RECRUITMENT DOCUMENTS

In order to provide the IOTA Secretariat with experts of desired qualifications, the IOTA Secretariat has aimed to establish clear criteria and recruitment/selection procedure.

This document is designed as a guide to the recruitment process of seconded experts and contains the following topics.

- **Preparation of the Recruitment documents**
- **Announcement of the Vacancy**
- **Reception and Registration of Documents**
- **Selection of Applicants**
- **Announcement of the Results**

1.1. The 'job announcement package' has been prepared in order to start the recruitment procedure. The following documents have been prepared by the IOTA Secretariat before the announcement of the position.

Letter of Announcement (Job Announcement)

1.2. The letter of the announcement (also an electronic version) includes information about the terms of the application, type of position, secondment conditions, as well as detailed duties and responsibilities, and the desired qualifications and skills.

Standard Form of Application and CV

1.3. The standard form of application and a CV have been prepared in order to facilitate the assessment of relevant information obtained.

2. ANNOUNCEMENT OF THE VACANCY

2.1. For the announcement of the recruitment, the following means of communication are used.

- **E-mailing to all the Heads of the IOTA member tax administrations and Principal Contact Persons of IOTA** (from secretariat@iota-tax.org);
- **Uploading information on the IOTA website:**
<https://www.iota-tax.org/about-us/careers/international-expert-of-the-intra-european-organisation-for-tax-administrations-iota-secondment-post>.

3. RECEPTION AND REGISTRATION OF DOCUMENTS

3.1. Applicants for the seconded position of the IOTA International Expert are required to submit the following documents before the deadline indicated in the announcement of the vacancy:

- **Correctly completed application form and a CV**
- **Motivation letter**
- **Supporting letter signed by the Director General of the Sending Organisation**
- **References from previous employers/supervisors**

3.2. Applications received after the deadline or not correctly completed will be excluded from the recruitment procedure.

3.3. Applications should be submitted to the IOTA Secretariat **only by e-mail (job@iota-tax.org) no later than 25 March 2026 at 17:00 (Budapest time).**

4. SELECTION OF APPLICANTS

4.1. In line with Article 5 of the IOTA Internal Rules, the recruitment of employees of the IOTA Secretariat including international experts is carried out by the Executive Secretary on the basis of applications submitted either by the IOTA members or individuals. The international experts are appointed by the Executive Council on the basis of candidate(s) pre-selected by the Executive Secretary in consultation with the President of IOTA.

4.2. All short-listed candidates shall be interviewed by members of the Executive Council, which will constitute an interview board.

5. ANNOUNCEMENT OF THE RESULTS

5.1. All the IOTA members will be informed about the final result of the selection in a brief note by e-mail and relevant information will be placed on the IOTA website.

6. CRITICAL DATES

25 February 2026	Opening date for submission of applications;
25 March 2026,	Closing date for submission of applications; 13:00 Budapest time
1 April 2026	Selection of the shortlisted candidates;
7 - 17 April 2026	Interviews with the shortlisted candidates and final selection;
20 April 2026	Appointment by the Executive Council and Announcement of the recruitment results;
15 May 2026	Agreement about the contract details with the selected candidate and the Sending Organisation;
1 June 2026	Taking up the post at the IOTA Secretariat.