

**IOTA**Intra-European Organisation
of Tax Administrations

POST ANNOUNCEMENT
INTERNATIONAL EXPERT
of the **INTRA-EUROPEAN ORGANISATION FOR TAX ADMINISTRATIONS (IOTA)**
(SECONDMENT POST)

Title:	IOTA International Expert, seconded by the IOTA member tax administration
Organisation:	Intra-European Organisation of Tax Administrations (IOTA)
Organisation info:	www.iota-tax.org
Date posted:	24 June 2026
Location:	Budapest, Hungary (incl. short-term assignments abroad)
Full-time / Part-time	Full-time (hybrid working regime)
Application submission deadline:	30 September 2026, 17:00 Budapest time
Start of secondment:	1 December 2026
Duration:	minimum 2 years fixed term secondment (with a possibility to renew further up to total of 5 years period, as specified in IOTA International Experts Policy, subject to mutual agreement between IOTA and the sending tax administration)

The Intra-European Organisation of Tax Administrations (IOTA) is a non-profit Organisation that aims to contribute to the progress of member tax administrations by delivering practical solutions, enhancing collaboration and facilitating the sharing of experience. The Secretariat of the Organisation is located in Budapest, Hungary. To date, the Organisation consists of 43 member tax administrations and offers technical events and activities, projects, technical assistance, benchmarking, technical enquiries, knowledge bases, e-learning and publications on a variety of topics related to tax administration operations.

The IOTA Secretariat seeks to recruit an experienced professional to join an open, positive, multicultural, and interdisciplinary team of enthusiastic experts to support the work of IOTA and the execution of its annual work programme activities and services to members.

We are looking for a candidate from the IOTA member tax administration with experience and expertise in data review and analysis, preparation and delivery of technical assistance and prepare and deliver in-person and online technical events for tax officials, facilitate the work of steering/working groups, co-organise joint activities IOTA international partner organisations (IMF, OECD, CIAT, NTO, etc.).

Under the responsibility of the IOTA Secretariat and as a member of the international expert team, the successful applicant shall deliver activities of IOTA in ISORA partnership, manage peer-to-peer technical assistance service for members and facilitate knowledge sharing and exchange of practice on a range of tax administration issues and ensure the effective delivery of the annual technical activities programme of the Organisation. He/she will report directly to the Strategy, Governance and Institutional Development Manager of IOTA and the Executive Secretary of IOTA.

Responsibilities

- Provide support to development of existing as well as new services to IOTA members, such as technical assistance
- Manage assigned technical assistance projects as defined by the Technical Assistance Handbook.
- Represent IOTA in the Technical working group of ISORA and manage all activities related to this initiative, including review of data from tax administrations assigned to IOTA.
- Support work on VITARA and related activities
- Conduct “country coordinator” activities for assigned IOTA members
- Ensure effective planning, organisation, management and delivery of assigned IOTA technical activities, including seminars, workshops, forums, and project/workgroup activities of IOTA;
- Facilitate co-operation, exchange of information and experience between the IOTA member tax administrations;
- Manage the IOTA Technical Enquiries Service by handling member requests and monitoring replies of responding members. Liaise with international (partner) organisations active in the European region (IMF, OECD, CIAT, NTO, etc.) on the core areas of the IOTA work and conducting joint initiatives and events, sharing of information and publications.
- Contribute to operational and strategic planning and the formulation of IOTA work programmes, policies and strategies.

Required qualifications

- University degree or equivalent qualification in finance or related area;
- At least 10 years of relevant professional experience related to tax administration issues;
- Proven career record, technical expertise and understanding of operations and practices of tax administration;
- Proven experience in data preparation and analysis
- Experience in working with ISORA survey and using ISORA data is not required, but would be a plus
- Proven experience in preparation and delivery of technical assistance / capacity building;
- Experience in preparation and delivery of events is not required, but would be a plus
- Proven experience in project management
- Proven experience in working in international environment with multiple stakeholders

Required abilities and skills

- Ability to facilitate discussions with diverse stakeholder groups, to bring clarity and understanding to complex tax administration topics;
- Strong conceptual, analytical and evaluation skills to conduct independent research and analysis for technical activities;
- Analytical thinking, diplomatic sensitivity, strategic networking and teamwork would be particularly important;
- IT Skills, proficient in all areas of Microsoft Office and other computer program applications necessary for producing reports, questionnaires, survey forms, charts, graphs, presentations and general office correspondence and memos;
- Need to be flexible and have the ability to work on his/her own initiative but within a multicultural team;
- Effectively plan, organise and manage time and activities to provide a high-quality service;
- To work in a professional, high-quality way, taking responsibility for the assigned tasks and for the standard of own work performance;
- Must be skilled in the delivery of presentations, chairing and moderating sessions at technical events and meetings, and official appearances;

- Excellent command of written and spoken English language;
- Good interpersonal skills are essential, as are diplomacy, tact, and the ability to work well in a multinational team;
- Ability to develop and maintain effective working relationships, possess strong negotiation skills and develop arguments to persuade;
- Need to be tolerant and able to cope with cultural differences and different approaches to problem-solving and decision-making;
- Besides having a well-balanced personality and good communication skills, the applicant should enjoy cultural diversity. Prior experience in a cross-cultural work environment is an asset.

Working regime

- **Full-time work** (After the probation period of the first 3 months, telework/remote working regime is allowed with a maximum of 10 working days per month, either distributed or taken in one period in a month).

Secondment conditions

During his/her assignment in IOTA, the secondee will remain an employee of the Sending Organisation and will not be considered as an official or employee of IOTA. In particular, he/she will not benefit from the exemption from taxation provided for under the Seat Agreement of IOTA applicable to employees and members of the IOTA on salaries, allowances and indemnities, etc. paid to him/her by the Sending Organisation.

For full-time secondment of the expert IOTA will pay a monthly lump-sum of €1.000 on a quarterly basis to the Sending Organisation to cover the general costs of the secondment. IOTA will also cover the moving costs to and from Budapest up to €4.000, travel costs when taking up duties and when leaving the IOTA, and 3 tourist class return tickets per year (Budapest – City of employment in the Sending Organisation). During his/her secondment, the IOTA will provide medical check-up coverage for the secondee.

Except as otherwise stated in the secondment agreement, the secondee will remain subject to the staff regulations, rules and instructions applicable to officials or employees of IOTA. He/she will carry out his/her daily tasks under the authority of IOTA, while at the same time honouring his/her obligations as a staff member of the Sending Organisation.

IOTA is looking for an expert for minimum two-year fixed-term secondment with a possibility to renew further up to total of 5 years period, as specified in IOTA International Experts Policy, subject to mutual agreement between IOTA and the sending tax administration. All the other conditions will be specified in the secondment agreement, agreed and signed between IOTA and the Sending Organisation.

Selection Policy

Secondees are selected solely on merit. The pre-selected candidates will be asked to hold the recruitment interviews with an Interview Board, consisting of members of the Executive Council of IOTA and the Executive Secretary of IOTA. The Executive Council appoints International Taxation Experts in IOTA.

Critical dates (certain dates are preliminary)

24 June 2026	Opening date for submission of applications;
30 September 2026,	Closing date for submission of applications; 17:00 Budapest time
09 October 2026	Selection of the shortlisted candidates;
16 October 2026	Interviews with the shortlisted candidates and final selection;
30 October 2026	Appointment by the Executive Council and Announcement of the recruitment results;
20 November 2026	Agreement about the contract details with the selected candidate and the Sending Organisation;
1 December 2026	Taking up the post at the IOTA Secretariat.

Submission of applications

All applications must be submitted on *the Application and CV form template* attached to this announcement. Together with the Application, the candidate should send *a Motivation Letter* and *a document signed by the Director General of the Sending Organisation supporting his/her candidacy*. All applications should be sent to the IOTA Secretariat only by e-mail to job@iota-tax.org **no later than 30th September 2026 at 17:00 (Budapest time)**.