

## **Terms of Reference**

### **PROJECT MANAGER FOR THE ESTABLISHMENT OF THE REVENUE AUTHORITY OF BELIZE (RAB)**

**Position Title:** Project Manager - Revenue Authority of Belize (RAB) Establishment

**Location:** Belize City, Belize

**Duration:** [24 months- Full-time position]

**Reporting to:** Director General, Belize Tax Service Department, Ministry of Finance

**Background:** The 2022 Fiscal Affairs Department (FAD) mission conducted an assessment and identified historical impediments to effective tax administration in Belize. To address these challenges, the Government of Belize (GoB) has made a strategic decision to transition the Belize Tax Service Department (BTSD) to a semi-autonomous revenue authority within the next 12 to 18 months. This decision aims to enhance the tax administration's operational flexibility, particularly in managing human resources, to optimize its functions effectively.

**Purpose of the Position:** The Project Manager will lead the establishment of the Revenue Authority of Belize (RAB) Project, which is part of the Government of Belize's initiative to transition the BTSD into a semi-autonomous revenue authority. In addition to defining policy, legal, and operational scopes and guiding the establishment process, the Project Manager will also play a key role in guiding the human resource transition. This involves ensuring a smooth transfer of personnel and developing strategies to optimize human resource management within the new revenue authority structure. The Project Manager will be responsible for ensuring successful delivery of project outcomes within the specified timeline. The position should work/collaborate with technical assistance organizations, such as CARTAC to support the execution of their tasks.

#### **Key Outputs and Deliverables:**

1. Develop and finalize a comprehensive plan outlining the objectives, benefits, scope, structure, and governance model of the Revenue Authority.
2. Lead the development of a high-level implementation plan with key milestones, deliverables, and timelines.
3. Guide the Ministry of Finance and BTSD management in the implementation process, providing direction and support.

4. Define policy, legal, and operational scopes for the RAB Project, ensuring alignment with project objectives.
5. Develop detailed action plans customized to address specific policy specifics and operational requirements.
6. Monitor project progress, identify risks and issues, and implement corrective actions to keep the project on track.
7. Ensure effective communication and stakeholder engagement throughout the project lifecycle.
8. Manage vendors and suppliers involved in the implementation process, ensuring deliverables meet quality standards.
9. Prepare regular progress reports and presentations for senior management and stakeholders.

**Qualifications and Skills:**

a. Academic qualification:

- A master's degree in business administration, Management, Public Administration, Finance, Law, Project Management, Computer Science, or similar relevant field.
- Project Management Professional (PMP) certification is highly desirable.

b. Specific Professional Experience:

- Minimum of five (5) years in project management, preferably in the public sector or financial services industry or working experience in similar assignment.
- Proficiency in project management tools and software

c. General Professional Experience:

- Proven track record of successfully leading complex projects from initiation to completion.
- Strong understanding of policy, legal, and operational frameworks related to revenue administration.
- Excellent communication, negotiation, and stakeholder management skills.
- Ability to work effectively in a cross-functional team environment and manage multiple priorities.
- Strong analytical and problem-solving skills, with the ability to think strategically.
- Knowledge of Belizean tax laws and regulations is an asset.

**Application Process:** Interested candidates should submit a cover letter, resume, and contact information for three professional references to **Director General, Belize Tax Service Department, Ministry of Finance, Eleanor Hall Building, Belize City** by **June 14th, 2024**; only shortlisted candidates will be contacted for interviews.

***Note: The Terms of Reference may be subject to amendments or modifications as deemed necessary by the hiring authority.***