

ToR's for Key Project Staff

1. **Public Financial Management Expert / Specialist**

Qualifications: Masters in Economics, Public Policy, Tax Policy, Finance or relevant subject.

Experience: Relevant working experience of working on assignments/projects related to public finance, resource mobilization, purchase and procurement, research and analysis in the areas of public financial management policy making including budgetary practices and controls. Prior experience with Government institutions would be given due consideration.

Job Description:

AJ&K Finance Department is committed to the improvement of the Public Financial Management, enhance the capacities of the existing staff and undertake objective reviews for improving the capability of the department. PFM expert will work under the supervision and control of Finance Secretary with following responsibilities:-

- Study and analyze the existing streams of revenue both from the AJ&K own receipts, transfers from AJ&K Council, share of Federal Taxes with a view to identify the gaps in those areas along with formulation of remedial measures to optimize revenues from these resources;
- Understand and analyze the existing financial management practices in the Government of AJ&K in the light of prevailing legal frame work and to recommend improvements aimed at developing & putting in place effective statutory measures;
- Provide guidance and suggest improvements in tax collection process and procedures while undertaking an objective analysis of the existing system, identifying constraints and recommending remedial measures;
- Organize and implement a wide variety of capacity building initiatives, technical assistance and knowledge transfer strategies to optimize the revenue potential of the State;
- Review the current structure of Department and advice improvements if necessary.

2. Financial Analyst /Taxation Expert

Qualifications: Masters in Economics, Public Policy, Tax Policy, Finance or relevant subject.

Experience: Relevant working experience of working on assignments/projects related to public finance, Tax policy & management, reforms in tax administration covering areas of tax assessment, collection, administration and management. Experience in financial analysis including use of statistical tools to undertake & analyze various problems of financial and economic management with demonstrated expertise of financial management and taxation reforms. Prior experience with Government institutions would be given due consideration.

Job Description:

Financial Analyst/Taxation Expert will work under the supervision and control of Finance Secretary with following responsibilities:-

- Coordinate with Tax collecting departments/agencies for various studies aimed at assessment of tax/non-tax receipts;
- Formulate strategy papers and recommendations containing actions for improving the existing base and collection of revenue from different revenue streams;
- Collect data and perform various statistical analysis on different sectors of the economy;
- Provide advice on the impact of existing and alternative tax policy on both AJK revenue collection and tax payers;
- Estimate the administrative and compliance costs associated with current tax administration and management;
- Conduct periodic reviews and generate reports on trends of revenue collection in different periods;
- Prepare & analysis of monthly reports of receipts from different resources and by various revenue collecting agencies;
- Produce annual tax expenditure analysis for each tax & non-tax receipt;
- Suggest policies for optimal fund utilization and better institutional arrangements to achieve maximum output aiming allocative efficiency;
- Preparation of guidelines/manuals for levy of different taxes/cess, collection, management & uses thereof of such revenue;