



JOB OPENING

SEYCHELLES REVENUE COMMISSION

**JOIN THE SRC
FAMILY!**

DEPUTY COMMISSIONER'S OFFICE

Senior Coordinator – Reform and Modernization (SB6 – SB8) (1 posts)

The Reform and Modernization Coordinator is responsible for all aspects of SRC reform and modernization initiatives for both Tax and Customs

Qualifications and Competence

- Bachelor's degree in Business Management/Administration/Strategic Management or any other relevant accredited degree program with strong emphasis on analytical, decision making and logical skills plus two years' experience in handling modernization / reform / project work.
- Demonstrated analytical, research and examination skills along with the capacity to produce unambiguous reports on complex issues, such as identification of risks and develop and implement mitigation strategies

Information Technology Unit

Senior System Support Officer (SB3-SB4) (1post)

The post holder will be inspecting and resolving any incident at any SRC site with the expressed permission of the DIT solely.

Qualifications and Competence:

- Degree in a Computer Science related field
- Diploma in IT or HND in Telecommunications. Minimum 1-year experience in a similar IT role would be an advantage Or
- Diploma or equivalent qualification e.g. 'A' level IT and/or Maths or SIT IT trainee
- Practical exposure to and solid theoretical understanding of Microsoft Operating Systems + Applications; Advanced Networking, especially WAN; Time Management; Databases; Intranet + Extranet.

Principal Analyst Programmer (SB6-SB8) (2 posts)

Responsible for designing, developing and testing new software and applications within the SRC. The main

duties include participating in programming activities, monitoring and evaluating system performance, and designing new programs and features

Qualifications and Competence:

- MSc / MA in Computer Science, engineering or relevant field or
- Degree in a Computer Science or related field plus at least five years

Senior Analyst Programmer (SB6-SB8) (1 posts)

Responsible for designing, developing and testing new software and applications within the SRC. The main duties include participating in programming activities, monitoring and evaluating system performance, and designing new programs and features

Qualifications and Competence:

Degree in a Computer Science or Equivalent Industry Recognized Certification in related field at least three years relevant and satisfactory experience

COMMISSIONER'S GENERAL'S OFFICE

Legal Unit

Director Legal Unit (SB8 –SB10) (1 post)

Responsible to represent the Seychelles Revenue Commission in negotiations, arbitrations and oversight of objections, revenue tribunal matters and prosecutions including where necessary representing the Revenue Commission in the tribunal or court.

Qualifications and Competence:

Master's Degree in Law/Bachelor's Degree in any relevant/ Demonstrate sound analytical, research, negotiation skills and relevant work experience.

Interpretation & Advise Officer (SB4-SB5) (1 post)

In effectively delivering the responsibilities of the post, the job holder ensures the correct application and interpretation of the law in relation to taxes administered an exchange of information at international level

Qualifications and Competence:

- Bachelor Degree or Advanced/Diploma in Business Studies or A in Law/ Tax/ Accounting/ Auditing/ Business Management / Customs / Public Policy / Finance / Economics or relevant field Finance; OR
- 3 Papers of ACCA Level 2 plus two years relevant working experience.

Objection & Appeal Officer (SB4 – SB5) (1 post)

In effectively delivering the responsibilities of the post, the job holder assists the Senior Officer for the effective and appropriate handling of objections and appeals received for all taxes administered.

Qualifications and Competence:

- Bachelor Degree or Advanced/Diploma in Business Studies or A in Law/ Tax/ Accounting/ Auditing/ Business Management / Customs / Public Policy / Finance / Economics or relevant field Finance;
- OR
- 3 Papers of ACCA Level 2 plus two years relevant working experience.

SUPPORT SERVICES

Health and Safety Officer (SB4-SB5) (1 post)

The job-holder serves as a first-line supervisor of Occupational Health and Safety representatives across the SRC. To set priorities, direct and coordinate, support and advice SRC on all aspects with regards to Health and Safety.

Qualifications and Competence:

- Degree or Diploma in Public Environmental Health Science or Occupational Health plus 3 years post qualifying experience.
- Display knowledge of employment policies and procedures, investigative techniques and practices, along with occupational safety techniques and procedures.

Driver SB2 (2 posts)

Perform duties associated with driving and delivery of correspondence.

Qualifications and Competence:

- S5 Certificate or equivalent
- Driving license no. 2, 4 and 6
- Good driving skills
- Ability to communicate in English and Creole

TAXATION DIVISION

Intelligence Unit

Senior Tax Officer (SB6-SB8) (1post)

The job holder has direct supervisory responsibility and is expected to supervise the team responsible to examine financial statements of businesses to ensure compliance with the revenue laws.

Qualifications and Competence:

- ACCA Level 2 or Degree in Accounting or in any business related field or AAT Level 4 or Advanced/Diploma in Business Studies with satisfactory and relevant working experience;

Tax Officer Level II (SB3-SB4) (1 post)

Examine the financial statements of businesses to ensure compliance with the revenue laws in order to improve revenue yield for the Government.

Qualifications and Competence:

Diploma in Business Studies & Accounting/ AAT Level 3/ACCA Diploma in Accounting and Business (F1 to F3)/2 Advance level in either Accounting, Mathematics, Commerce, Economics, English relevant work experience;

Audit Unit

Large Audit Unit- Senior Tax Officer (SB6-SB8) (1post)

To effectively and appropriately supervise and lead the Audit Team by coordinating, assigning and reviewing the work of subordinates.

Qualifications and Competence:

ACCA Level 2 or Degree in Accounting or any business related field or AAT Level 4 or Advanced/ Diploma in Business Studies / Accounting or any business related field or ACCA level 1 with satisfactory and relevant work experience.

Large Audit Unit- Tax Officer Level III (SB5-SB6) (1post)

Examine the financial statements of businesses to ensure compliance with the revenue laws in order to improve revenue yield for the Government.

Qualifications and Competence:

Bachelor degree in Accounting, Finance, Taxation, Business Management/Administration, Commerce/ ACCA Advanced Diploma in Accounting and Business (F1 to F9) / Diploma in Business Studies & Accounting/

AAT Level 3 and 4 ACCA Diploma in Accounting or Business (F1 to F3) and relevant work experience.

Large Audit Unit- Tax Officer Level II (SB3-SB4) (1post)

Examine the financial statements of businesses to ensure compliance with the revenue laws in order to improve revenue yield for the Government.

Qualifications and Competence:

- AAT Level 2 or Level 3 or level 4/ Advance Diploma in Business Studies or ACCA Level 1 or AAT Level 3/ A 'Level in Mathematics and relevant work experience.

Small Audit Unit- Senior Tax Officer (SB6-SB8) (1post)

To effectively and appropriately supervise and lead the Audit Team by coordinating, assigning and reviewing the work of subordinates

Qualifications and Competence:

- ACCA Level 2 or Degree in Accounting or any business related field or AAT Level 4 or Advanced/ Diploma in Business Studies / Accounting or any business related field or ACCA level 1 with satisfactory and relevant work experience

Registration Unit

Tax Officer Level I (SB3-SB4) (2 posts)

Assist and support the designated supervisor in providing efficient customer service to all Tax Payers by observing, respecting and adhering to SRC's policy and code of conducts.

Qualifications and Competence:

- Diploma in Office Management or Business Studies; or
- 2 A' Levels;
- IGCSE or equivalent in English, French and Mathematics, Grade A – C plus relevant and satisfactory work experience

Returns & Processing Unit

Tax Officer Level I (SB3-SB4) (1 Post)

Assist and support the Senior Tax Officer (Supervisor) and other members of the Unit in delivering Domestic Tax obligations.

Qualifications and Competence:

- AAT Level 4/Advanced Diploma/ Business Studies/ ACCA Level 1/ AAT Level 2 or 3/ Advanced Certificate in Accounting satisfactory relevant work experience; OR

- 3 A' Levels; Mathematics and relevant work experience

Examination & Analysis Unit

Tax Officer Level II (2 posts)

Assist and support the Senior Tax Officer (Supervisor) and other members of the Unit in delivering Domestic Tax obligations.

Qualifications and Competence:

- AAT Level 4/Advanced Diploma in Business Studies/Diploma in Accounting/ ACCA Level 2 or 3 relevant work experience; OR
- 3 A' Levels; Mathematics and relevant work experience

Income Unit

Senior Tax Officer- (SB6-SB8)- (1 post)

Assist and support the Supervisor Income in coordinating the efforts of revenue unit team members in the production of accurate and timely reconciliations, and payments processing on a daily basis.

Qualifications and Competence:

- AAT Level 4/ Advanced Diploma/ Diploma Business or ACCA Level 1 or AAT Level 3/Advanced Certificate in Accounting and relevant work experience

Cashier- Tax Officer Level I (SB3-SB4) - (3 posts)

The job holder will contribute in the timely and accurate collection of revenue for banking transactions.

Qualifications and Competence:

- Diploma in Office Management/Business Studies/
- 2 A' Level/ Mathematics/IGCSE or equivalent in English, French and Mathematics, Grade A – C relevant and relevant work experience

CUSTOMS DIVISION

Investigation Unit

Senior Customs Officer- (SB6-SB8)- (1 post)

Assist the designated head of unit in conducting investigation of any suspected offences of illegitimate import and export.

Qualifications and Competence:

- Degree in Customs Management /Administration or any business /Trade related field/ACCA Level 2 /Advanced Diploma Customs Management or Taxation/AAT Final Certificate or ACCA Level and relevant work experience

Post Clearance Audit

Customs Officer Level III- (SB4-SB5)- (1 post)

Execute substantive or transaction audit based on the findings as assigned by the Manager/Supervisor to test for errors other than non-compliance with a control procedure, directly affecting the correct collection of revenue or compliance to Customs legislation.

Qualifications and Competence:

Advanced Diploma in Customs Management /Customs Administration or any business / trade /AAT Final Certificate/ ACCA Level 1/Diploma in Customs Management or Customs Administration/Certificate in Customs Management or Customs Administration or trade related field/AAT Preliminary and relevant work experience

Passenger Terminal

Customs Officer Level III- (SB4-SB5) (5 posts)

Customs Officer Level II- (SB4-SB5) (1 post)

Customs Officer Level I - (SB3-SB4) (1post)

Assist and support the supervisor in providing thorough Customs clearance operations/formalities to facilitate the legitimate movement of passengers, luggage and goods at the Seychelles International Airport Terminal, ensuring compliance and facilitation requirements

Qualifications and Competence:

Advanced Diploma/Diploma/ Certificate in Customs Management or Customs Administration/AAT Final Certificate/ACCA Level /AAT Intermediate/ Certificate in Customs Management /AAT or any business related field or IGCSE in English and Mathematics with relevant work experience.

Compliance Seaport Operation-Document Check

Customs Officer Level I (SB3-SB4) (1post)

Contribute to the day to day activities of the Document Check Units to facilitate the legitimate movement of cargo and goods into and out the Seychelles through effective processing of Bill of Entries and related commercial documents and collection of the correct amount of revenue.

Qualifications and Competence:

Certificate in Customs Management/Customs Administration /Taxation or any Business or trade related field/ AAT Preliminary/Two 'A' Levels/IGCSE in English and Mathematics relevant work experience

Compliance Seaport Operation-CVO Unit

Customs Officer Level III- (SB4-SB5) - (2posts)

Conduct research to certify the Customs valuation of goods imported /exported and attend to all matters related to Tariff classification & rules of origin.

Qualifications and Competence:

Advanced Diploma in Customs Management / Diploma in Customs Management/ Customs Administration/AAT Final Certificate/ACCA Level /AAT Intermediate/ Certificate in Customs Management /AAT Preliminary and relevant work experience

Enforcement Seaport Operations Section –

Customs Officer Level III LML Gate (SB4-SB5) (1post)

Customs Officer Level III – (SB4-SB1) (1post)

Customs Officer Level II (SB3- SB4) (1 post)

Customs Officer Level I (SB3- SB4) (1 post)

Facilitate the legitimate movement of cargo into the Seychelles. Ensure compliance with the Trade Tax and or Customs Regulations.

Qualifications and Competence:

Advanced Diploma/Diploma/Certificate in Customs Management/Customs Administration or any business / trade /AAT Final Certificate/ ACCA Level 1/ or trade related field/AAT Preliminary and relevant work experience.

Risk Assessment Unit

Customs Officer Level III (SB4-SB5) (1post)

To undertake information-gathering, research, maintaining and analysis of risk related information to build risk profiles and to generate information products.

Qualifications and Competence:

Advanced Diploma/ Diploma/ Certificate in Customs Management and Administration or any business / trade /AAT Final Certificate/ ACCA Level 1/ or trade related field/AAT Preliminary and relevant work experience

Recovery Unit

Customs Officer Level II – SB4-SB5)- (1 post)

The Recovery Officer is responsible for providing support to Commissioner of Customs with particular emphasis on debt recovery process. The position liaises directly with clients, issues notices, negotiate on outstanding payments and where necessary initiates recovery action.

Concession & Bond Unit

Customs Officer Level II-(SB4-SB5)- (1 post)

The officer is responsible to alert the designated Supervisor on all anomalies detected in respect to imported goods under concessions to ensure that payment of taxes (Customs Duty, Excise, Levy and VAT) that have been deferred, exempted or allowed under some form of end-use concessions are eventually refunded to SRC. Concession and Bond Unit itself is responsible for:

- Approving and administering all Private Bonded Warehouses;
- Keep record and ensure physical control on the movement of goods inside the country, for which payments of taxes has been deferred, exempted or allowed through concessions;
- Administer the Excise warehouses of manufacturers of excisable products;
- Carry out regular field checks on duty free goods at importer's premises; and
- Assess and collect taxes upon transfer of goods from concessions to non-concessions end users.

Qualifications and Competence:

Advanced Diploma/ Diploma in Business Studies or Business Management or in Customs Management and Administration /AAT Final Certificate /ACCA Level1/ AAT Preliminary/Two 'A' levels English/ French/ Accounting/Mathematics/ Economics/Law or Business at grades A-D and relevant work experience.

Airport Cargo Operation

Entry Processing Unit- Customs Officer Level I (SB3-SB4)- (1post)

Protect the community by intercepting prohibited and restricted goods and ensuring that the relevant documents are submitted for importation of restricted goods, along with verification that taxes due are being properly collected on all items being imported.

Qualifications and Competence

Certificate in Customs Management and Administration /Taxation or any Business or trade related field/ AAT Preliminary/Two 'A' Levels/IGCSE in English and Mathematics relevant work experience

REMUNERATION PACKAGE

Attractive salary package based on qualification and experience. Complete the form and attach an updated CV, Certificates and a copy of the ID card.

Download an application form from our website www.src.gov.sc or a collect a hard copy at our reception desk at Maison Collet.

Closing date for all application is on 22nd February 2022

Address all application to :-

**Commissioner General
Seychelles Revenue Commission
3rd Floor, Maison Collet, Victoria, Mahé**

Forward applications forms and all required document on hr@src.gov.sc

Job Application Form can be downloaded:
<https://www.src.gov.sc/pages/aboutus/vacancies.asp>
[x](#)

Only shortlisted candidates will be contacted

JOIN SEYCHELLES REVENUE COMMISSION TODAY

