

Specification of Competency Standards for Human Resource Management

Unit of Competency

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| Title | Liaise with experts to minimise risk exposure of the organisation and the assignee for international assignment |
| Code | 106990L4 |
| Range | Collaborating with subject matter experts to identify solutions of the critical issues facing the regional / international mobility (e.g. visa, overseas tax, safety and security abroad). This applies to the communication with relevant stakeholders for focusing on risk preventions to make the most of the increasing business opportunities around the globe. |
| Level | 4 |
| Credit | 4 |
| Competency | <p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Knowledge in the Subject Area <ul style="list-style-type: none"> • Understand possible risk exposure of international assignments on the assignee and the organisation • Understand different tax planning strategies available to minimise international assignment costs in respective operating markets and jurisdictions 2. Applications and Processes <ul style="list-style-type: none"> • Complete tax plans based on tax expert's recommendations for senior management's approval • Measure tax implications of sending employees on international assignments (e.g. potential tax obligations of the assignees and any related corporate obligations for reporting and withholding in the host locations) and seek senior management's approval on tax plan • Update the assignees' profiles related to health, safety and wellbeing of the assignees on international assignments (e.g. maximising assignee's personal tax efficiency in collaboration with tax expert and finance department) • Communicate with the assignees about the organisation's tax strategies and arrangements for international assignments • Communicate with the assignees about the possible risks of incidents that might encounter and could affect their performance and retention 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Provide accurate and timely information to tax expert for advice / tax filing • Provide assistance to assignee in discussing relevant tax issues (e.g. tax planning options) with tax expert during pre-assignment process, if applicable |
| Assessment Criteria | <p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Implementation of effective liaison with experts to minimise risk exposure of the organisation and the assignee. • Execution of employer's duty of care for international assignees related to health, safety and wellbeing of the assignees on international assignments (e.g. managing a safe work environment, protecting the assignees from all types of harassment in the host locations), with subject matter experts. • Completion of tax plans based on tax expert's recommendations for senior management's approval. |
| Remark | |