



## Job Description

### Policy Research and Advocacy Manager

<b>Start Date</b>	May 2026
<b>Job Title</b>	Policy Research and Advocacy Manager
<b>Location</b>	Remote
<b>Supervisor</b>	Executive Director
<b>Job/Salary Grade</b>	11
<b>Duration</b>	Two years, renewable

#### About Us

**The Tax Justice Network Africa (TJNA)** is a pan-African organisation and member of the Global Alliance for Tax Justice.

TJNA aims to promote socially just, accountable, and progressive taxation systems in Africa. We advocate for pro-poor taxation systems and the strengthening of tax regimes to promote domestic resource mobilisation. TJNA aims to challenge harmful tax policies and practices that favour the wealthy and those that aggravate and perpetuate inequality.

#### About the Role:

The Policy Research and Advocacy Manager will lead the policy unit in three critical areas: research coordination, policy engagement, and technical backstopping of our advocacy work. You will be expected to work closely with TJNA Executive Director, the Senior Management Team, members and strategic partners to provide thought leadership and strategic guidance in shaping TJNA's overall policy direction.

#### Purpose:

The Policy Research and Policy Manager leads the development and strategic positioning of TJNA's policy agenda. They ensure that policy research and recommendations are evidence-based, contextually relevant, and aligned with TJNA's mission, values, and strategic priorities, strengthening the organization's influence on policy and systemic change.

#### Engagement:

The Policy Research and Policy Manager works cross-functionally with senior management and program teams to identify priority policy areas and translate program insights into credible policy positions. They engage with policymakers, government institutions, civil society, research bodies, and networks to advance TJNA's policy objectives and contribute to key policy forums and coalitions.

#### Delivery:

The Policy Research and Policy Manager produces and supports the development of high-quality policy outputs such as briefs, position papers, and analytical reports, and supports their strategic dissemination to relevant stakeholders. Through timely and effective policy engagement, the role enhances TJNA's credibility, visibility, and impact in policy spaces.

## **Key Responsibilities**

### **I. Policy Advocacy**

- Develop initiatives and partnerships to engage and influence Africa's leading economic institutions and regional economic communities on tax issues.
- Provide support to shaping effective strategies to communicate policies aimed at influencing relevant policy targets.
- Provide support to develop strategies to strengthen national tax platforms and encourage the engagement of TJNA members, partners and allies in relevant pan-African programs, networks, and public domains in order to advance the tax agenda.
- Maintain a close liaison with global tax advocacy partners, including affiliates and allies of the tax justice movement.
- Serve as the key contact person for tax advocacy across the African continent and links with TJNA and allies globally.

### **II. Programme Coordination**

- Lead in the development, planning and monitoring of the execution of the activities in the four programmatic areas of international tax, extractives, investments, and inequality
- Develop and monitor the annual budget for all programmatic activities
- Develop and effectively manage programmes timelines to ensure timely completion of program deliverables
- Coordinate the day-to-day operations of the programmes with guidance from the Executive Director
- Monitor and provide quality control in the delivery of the programme activities
- Oversee the recruitment, retention and development of highly talented staff with the right technical and personal abilities to meet the programme goals
- Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance within the programmes
- Ensure regular quality and timely reporting and documentation of work plan implementation against agreed budgets

### **III. Research Knowledge Generation**

- Lead in setting the TJNA research agenda by identifying emerging policy trends that require TJNA research interventions.
- Manage TJNA research projects across the four thematic areas of international tax, natural resources and climate justice, investments, and equality to inform TJNA's advocacy agenda including defining research questions/topics/timelines and developing research RFPs and TORs
- Coordinate the communication of TJNA research projects to internal and external constituents through different traditional and innovative channels (research reports, convenings, training, conference presentations, web resources, exhibitions etc.)
- Develop an internal framework and guideline for TJNA writing, editing, and quality control for research reports/presentations
- Work with the thematic leads to coordinate and provide technical backstopping of research projects led or conducted by TJNA members and collaborating partners
- Lead in the design and tracking of the implementation of long term policy research projects including the Fair Tax Monitor and the anti-IFF Policy Tracker
- Lead the policy team in the compiling and strategic dissemination of TJNA research and knowledge products
- Support fundraising for TJNA research activities

## **Key Accountability Areas**

- Policy Advocacy Engagement
- Programme Coordination
- Leadership and Management

- Research and Knowledge Generation

#### **Qualifications**

- Master's degree in economics, political science, development studies or related field from a recognised institution

#### **Core Skills and Experience**

- The overall experience of 10 years with at least 5 in a management and leadership role
- Experience in economic justice is an added advantage
- Ability to communicate and work in English (ability to also communicate and work in French an added advantage)
- Self-starter, flexible, creative and strategic thinker
- Ability to work under pressure and a fast-paced environment.
- Ability to communicate clearly and work cooperatively in a cross-cultural setting
- Willingness to travel.

#### **Additional Skills, Competencies & Experience**

- Brings strong theoretical and practical expertise to address individual and organisational issues and opportunities
- Has a proven track record in mobilising resources, building partnerships, and managing internal and external relationships
- Demonstrated experience in leading and managing diverse teams  
Encourages others to act in alignment with organisational standards, frameworks, and policies
- Clearly articulates personal principles and expectations and consistently upholds them in line with organisational values and processes
- Applies sound judgment when handling sensitive or critical information, with a high level of discretion and respect for confidentiality
- Demonstrates a practical understanding of how governments and parliaments operate  
Shows a strong understanding of how to generate public interest and participation in campaigns, including the ability to lobby and engage effectively in public advocacy.

#### **What We Offer**

We are a small, dedicated team who are connected by our passionate cause. We uphold a high work ethic that fosters team spirit while supporting innovation, creativity, continuous learning and growth of our team members. In addition to a collaborative team environment, we offer:

- Competitive gross salary USD \$5,267 - \$6,057.67 per month (based on skills and qualifications)
- Family Medical Insurance and staff pension
- Opportunity to work in a specialised niche area, engage and work with different partners, and be part of a wider pan-African network
- Work environment that supports diversity and inclusivity
- Flexible working arrangement focused on delivery

#### **How to Apply:**

Does the role profile align with your experience? Qualified and interested candidates are invited to submit a cover letter, curriculum vitae, and a response of no more than 250 words to each of the following questions:

1. What is your knowledge and understanding of the contemporary issues facing the African continent, particularly in relation to communication, advocacy, and public engagement on economic justice?
2. What knowledge and experience do you have in designing, implementing, and coordinating high-impact communication and campaign strategies that drive advocacy outcomes?

3. Describe your skills and competence in strategic communication, stakeholder engagement, and public advocacy - including examples of campaigns, media initiatives, or policy processes you have effectively influenced.
4. Please describe your knowledge and experience in managing communication or outreach programmes and projects, highlighting your most recent successfully executed campaign or initiative.

The closing date for applications 18 March 2026. Qualified and interested candidates are requested to submit their applications using this link: <https://bit.ly/PRAMApply>. Due to the anticipated number of applications, only short-listed candidates will be contacted.

TJNA is committed to creating a diverse environment and is proud to provide equal employment opportunities (EEO) to all employees & qualified applicants. All employment decisions are based on our organisation needs without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age. TJNA complies with all applicable laws governing non-discrimination in employment. All qualified candidates are encouraged to apply.