



**Job Description**  
Policy Officer

<b>Start Date</b>	August 2024
<b>Job Title</b>	Policy Officer – Tax and Investments
<b>Location</b>	Hybrid
<b>Supervisor</b>	Policy Research and Advocacy Manager

**About Us**

The Tax Justice Network Africa (TJNA) is a Pan African organisation and a 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.

**Purpose:**

The purpose of the Policy Officer role within TJNA is to undertake analysis, research, and policy advocacy within the Tax and Investment area of work aimed at combating illicit financial flows and promoting tax justice. This position involves conducting in-depth analysis and research to inform policy advocacy efforts targeted at addressing systemic issues related to investment and trade related illicit financial flows. The Policy Officer plays a pivotal role in advancing TJNA's global advocacy agenda and enhancing its policy influence as outlined in the organization's Strategic Plan.

**Key Responsibilities**

Policy Analysis & Research

In liaison with the Policy Research and Advocacy Manager, the Policy Officer will:

- Ensure a high level of understanding and expertise in their area of Tax and Investment as well as share and publicise these views with key stakeholders, governments, the media and other organisations at meetings and conferences;
- Produce analytical and research outputs on Tax and Investments that:
  - (i) inform TJNA position on relevant issues;
  - (ii) directs advocacy campaigns;
  - (iii) inform policy at national and global policy; and
  - (iv) influence decision-makers.
- Contribute to TJNA publications (including the bi-annual issues paper, TJNA newsletters, blogs, news articles and policy briefs);
- Contribute to tax policy and investment debates and discussions ensuring TJNA has increasing policy influence; and
- Manage external consultants and directly deliver delegated policy and research projects on TJNA themes as identified in the annual work plan.

Developing and maintaining relationships with partners

- Build and maintain strategic relationships and partnerships with key individuals and organizations in the field of tax justice and illicit financial flows for the success of TJNA's strategic programmes.
- Identify, establish and maintain relationships with key international institutions and platforms that are critical to delivering on the objectives of the Tax and investment pillar;
- Develop and coordinate the implementation of ideas and projects for collaboration with targeted partners and TJNA network members. ;

- Build and maintain strategic and cooperative relationships with key CSO leaders, partners and networks and engage these individuals and organizations on a regular basis to gather their feedback and input to the planning, implementation and tracking of results; and

#### Programme Planning, Coordination and Reporting

- Contribute to the design and development of thematic pillar work plans to ensure delivery of all delegated advocacy and research work and in particular, the tax and investment theme within the required timeframe.
- Contribute to the organization of TJNA's international, regional and national events, and global movement and constituency building work;
- Manage contracts with consultants and other service suppliers within the tax and investment programme;
- Work with the finance staff to ensure financial information is up to date, variances are identified and recommendations for action made; and
- Coordinate overall thematic-related programmes to ensure key performance indicators are met and programme impact is in line with TJNA strategy; and
- Produce regular programme reports on tax and investment as per the work plan.

#### **Key Accountability Areas**

- Policy analysis and research on emerging issues in Tax and Investment
- Programme planning, implementation, coordination, and reporting.
- Developing and maintaining relationships with partners

#### **Competencies**

##### Corporate Competencies

- Demonstrates integrity by modelling TJNA's values and ethical standards (human rights, peace, understanding between peoples and nations, tolerance, integrity, respect, results orientation (TJNA core ethics) impartiality.
- Promotes the vision, mission, and strategic goals of TJNA.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

##### Functional/ Competencies

- Builds strong relationships with TJNA stakeholders (i.e. partners, donors, board, and the secretariat) that focus on impact and result for the stakeholders.
- Responds positively to feedback and provide timely responses to queries.
- Consistently approach work with energy and a positive, constructive attitude
- Demonstrate good oral and written communication skills.
- Demonstrate openness to change and ability to manage complexities.

#### **Qualifications**

- Master's degree in law, economics, international trade, political science, public policy, or a development-related discipline.

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

- At least five years of related work experience in an NGO or CSO working at regional level.
- Strong Programme management skills.
- Work experience in tax-related issues, especially governance, transparency, and accountability.
- Knowledge of finance and Programme budget monitoring and tracking.
- Stakeholder development and management.
- Research and analytical skills.
- Ability to communicate and work in English (French is an added advantage);
- Flexible, creative, and strategic thinker.
- Ability to work under pressure.

- Ability to communicate clearly and work cooperatively in a cross-cultural setting with several long-distance working relationships; and
- Willingness to travel for at least 25% of the time.

**Desirable**

- Knowledge and experience of tax and international financial architecture space in relation to development; tax justice; and sustainable development goals.

**How to Apply:**

Does the role profile match your description? Qualified and interested candidates are requested to submit their applications using this link: <https://airtable.com/app9l7cung9qC6dRO/pagKfpoSqMw5f70uP/form>

**The closing date for applications is 10<sup>th</sup> July 2024. 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.