



JOB DESCRIPTION

Job Title	Policy Lead – Feminist Tax Initiative
Supervisor	Executive Director
Contract	Consultancy
Contract Duration	One year, renewable
Location	Remote

BACKGROUND INFORMATION

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.

About the role

We are seeking a skilled and self-driven individual to fill our **Policy Lead position** to undertake analysis, research, and policy advocacy on tax justice with a focus on its intersection with pan-African feminism within TJNA's thematic areas: **Tax and Equality, Tax and Investments, Tax and Natural Resources Governance and Tax in the International Financial Architecture**. You will work closely with the Executive Directors of Tax Justice Network Africa and the NAWI Afrifem Macroeconomics Collective.

Key Responsibilities

- Develop a comprehensive framework/narrative of tax and its intersection with pan-African feminist analysis
- Coordinate activities at the intersection of tax and pan African feminist analysis and theorization. This will include actively developing, engaging and maintaining strategic relationships with key partners and network around tax and its intersection with pan-African feminism
- Lead in planning and reporting with a view to delivering on the objectives of the pan African feminist tax initiative.
- Establish connections and collaborations with various individuals and organisations operating in this sphere.
- Oversee the creation and development of knowledge pieces and research materials in Pan African Feminist Approaches to Taxation
- Contribute to the expansion of the Feminist Tax Initiative's engagement and influence in the area of Pan African Feminist Approaches to Taxation
- Identify and coordinate a 10-member reference group of interdisciplinary experts to gather insights and perspectives for a well-rounded approach on Pan African Feminist Approaches to Taxation
- Contribute to raising awareness and promoting discussions around tax and its intersection pan-African feminism
- Proactively seek out opportunities for the Feminist Tax Initiative and contribution in relevant events, conferences, and networks.
- Continuously update and adapt the narrative based on evolving insights, feedback, and developments in the digital and feminist landscapes.
- Synthesize research findings and insights into coherent written content that aligns with the pan-African feminist narrative.
- Compile a quarterly newsletter that consolidates recent developments at the intersection of tax pan-African feminism.
- Establish and manage a listserv and database encompassing professionals engaged in a pan African feminist approach to tax.
- Support project management aspects of the initiative by managing contracts with consultants and other service suppliers within the program and work with the finance team to ensure financial information is up to date, variances are identified and recommendations for action made

Deliverables

- Contributions to discussions, summaries of key points, and presentation of the Feminist Tax Initiative's perspective
- Contact list, communication logs, and documented collaboration opportunities.
- Research reports, whitepapers, articles, blogs, art, concept analyses, and thought leadership pieces. and other relevant content.
- A diverse and knowledgeable reference group and availability of selection criteria, contact details of reference group members, and meeting summaries.
- Participation in spaces, discussion summaries and reports.
- Quarterly newsletters with curated content, updates, and insights.
- A well-organised, maintained and regularly updated database of relevant individuals and organisations with contact details, and reports on database growth.

Key Accountability Areas

- Pan-African feminist narrative shaping and Policy analysis/research
- Program planning coordination and reporting
- Developing and maintaining relationships with partners

Requirements for the Policy Lead Role

Qualifications

- A Bachelor's degree in gender studies, economics, political science public policy or a development-related discipline (Masters is an added advantage).

Core Skills and Experience

- Have overall experience of 3 to 5 years with strong work experience in tax-related and feminist issues, especially governance, transparency and accountability functions; preferably in a non-governmental organization or civil institutions
- Have a background in tax and/or feminist principles with an excellent **understanding** of the **global tax system**
- Experience in program coordination, research coordination and knowledge generation
- Knowledge of finance and program budget monitoring and tracking
- Stakeholder development and management
- Strong research and analytical skills
- Able to collaborate and work within a cross-cultural setting
- Excellent communication skills with several long-distance working relationships
- Proficiency in French is an added advantage
- Willing to travel for at least 25% of the time
- You are a flexible, creative and strategic thinker who is able to work in a highly operational environment



What We Can Offer:

We are a small and dedicated team of 20 staff. We are connected by our passionate cause. We uphold a high work ethic that fosters team spirit while supporting innovation, creativity and continuous learning. In addition to a great culture and a collaborative team environment we offer:

- Annual Gross Salary **USD \$30,000 - \$36,000** (based on skills and qualifications)
- Medical Insurance
- A work environment that supports diversity and inclusivity
- International exposure through regular travels
- Opportunity to engage with a diverse pan-African professional network and groups
- Platforms to showcase your work and talent with an opportunity for professional growth
- Flexible working conditions

How to Apply

Does the role profile match your description?

Qualified and interested candidates are requested to submit their applications through this link: <https://airtable.com/appT3iFd1CYgyrIAu/shr2HKtfdIIhQ5YR>

Closing date for applications: 15th 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 organization needs without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age or veteran status. TJNA complies with all applicable laws governing non-discrimination in employment. All qualified candidates are encouraged to apply.