

## Vacancy Announcement

<b>Position:</b>	<b>Policy Research and Advocacy Manager</b>
<b>Reports to:</b>	<b>Executive Director</b>
<b>Job Level:</b>	<b>11</b>
<b>Contract Duration</b>	<b>2 years, renewable</b>
<b>Location:</b>	<b>Remote; with an option to work from the head office in Nairobi, Kenya</b>

Tax Justice Network Africa (TJNA) is a pan-African organisation and member of the Global Alliance for Tax Justice (GATJ). 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. Our policy influencing enables citizens and institutions to seek fair tax systems.

### 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.

### Key Responsibilities

#### 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.

#### 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

### **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, extractives, investments, and inequality 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

### **Role Requirements**

#### **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
- General management experience
- 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
- Ability to communicate clearly and work cooperatively in a cross-cultural setting

- Willingness to travel for at least 25% of the time

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

- Brings theoretical and practical expertise to bear on individual and organisational issues and opportunities
- Have a proven track record of resources, partnerships, and management of internal and external relationships
- Proven record in managing diverse teams
- Encourages others to act in line with organisational standards and frameworks
- Articulates own principles and expectations and acts consistently to uphold these in line with organisational processes and values.
- Applies sound personal judgment in dealing with sensitive or critical information, respecting confidentiality
- A practical understanding of how governments and parliaments work
- An understanding of how to generate public interest and participation in campaigns and the ability to lobby and engage in effective public campaigning

### **What We Can 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 \$3,909 - \$4,495 per month (based on skills and qualifications)
- Family Medical Insurance and staff pension
- Work permit
- Relocation package
- 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 match your description? Qualified and interested candidates are requested to submit their cover letter, curriculum vitae and a 250-word response to each of the following questions to [recruit@taxjusticeafrica.net](mailto:recruit@taxjusticeafrica.net);

1. What is your knowledge and understanding of the contemporary issues facing the African continent from an economic justice perspective?
2. What knowledge and experience do you have in conducting and coordinating high-quality advocacy driven research?
3. Describe your skills and competence in effective advocacy and engagement, including concrete policy spaces and processes you have actively engaged and influenced.
4. Please describe your knowledge and skills in managing programmes and projects, especially your most recent successfully managed project.

The closing date for applications is August 22<sup>nd</sup> 2023. Due to the anticipated number of applications, only short-listed candidates will be contacted. **Please indicate the name of the vacancy as the e-mail subject.**



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.