

JOB DESCRIPTION

Job Title	GATJ Coordinator – Tax and Gender Working Group Lead
Salary Grade	10
Contract Duration	One year
Location	Remote – hosted in TJNA

Global Alliance for Tax Justice

The Global Alliance for Tax Justice (GATJ) is a South-led global coalition in the tax justice movement and directed by its five autonomous regional tax justice networks, and works in coalition with trade unions, NGOs and other civil society groups.

The Global Alliance for Tax Justice is working to create a world where fair and transparent tax policies counteract inequalities within and between nations and generate the public funding needed to ensure human rights, including the rights of women and vulnerable groups, a healthy and sustainable environment, strong social protection floors and quality public services for the common good of all.

About the role

This role is based within the TJNA Secretariat and works in cooperation with the GATJ Coordination Committee (CC) and TJNA team to lead the tax and gender working group and support and find synergies between the work on the tax and gender working group and the work of the other regional coordinators GATJ global advocacy coordinators on:

- Tax Justice in the Extractives
- Changing global tax rules and promoting UN tax convention

The job responsibilities will mainly involve strengthening implementation of campaign activities and policy coordination in Africa as part of GATJ's international campaign and policy advocacy work.

Key Responsibilities

The post holder will lead the global tax justice for gender justice working group and global campaigns on tax and gender and shall commit no less than 70 percent of his/her time to the following:

- **Strategic, Thought and Operational Leadership:** ensuring the Working Group's (WG's) campaign and policy advocacy efforts are aligned with the strategies of both the WG and GATJ and adapting to evolving priorities.
 - a. **Planning and strategy:** directing strategic development and planning to fulfil the WG's objectives, ensuring our efforts were focused and effective.
 - b. **Campaign coordination:** leading the planning and execution of the annual Global Days of Action on Tax Justice for Women's Rights campaign in close collaboration with the GATJ Campaigns and Communications Coordinator.
 - c. **Global representation:** representing the WG in global advocacy spaces, amplifying our voice and influence on critical issues for feminist fiscal justice.
 - d. **Resource development:** spearheading the development of research and policy advocacy resources, ensuring the WG had the necessary tools and evidence (based in feminist principles) to effectively support its campaign and policy advocacy efforts.
 - e. **Shaping narratives:** (Co-)authoring opinion pieces, articles, and blogs on relevant tax and feminist issues, enhancing awareness and engagement about feminist tax issues.
- **Membership Management:** registration, engagement, and daily communications, to facilitate a cohesive and active community within the WG.
 - a. Organising **monthly WG meetings**, including agenda preparation and connection setup, ensuring smooth collaboration and progress.
 - b. Sharing updates and reminders about planned and ongoing activities, keeping members informed and engaged.
- **Partnership Development:** nurturing strategic partnerships to advance the WG's agenda.
 - a. **Global-to-regional liaison:** cultivating solid relationships with gender/tax leads in GATJ regional networks, fostering collaboration and incorporating regional perspectives into our advocacy and campaign work.
 - b. Represent the WG and contribute to partner initiatives like the Feminist Action Nexus on Economic and Climate Justice, Gender IFI working group; Rebuilding the Social Organization of Care Working Group; Gender and Trade Coalition; Global South Feminist Fiscal Justice Working Group, among others.
- **Fundraising:** actively pursuing fundraising initiatives, seeking to secure support for the WG's long-term plans and activities.
- **Compliance:** Preparing plans, budgets and reports (narrative and financial) to communicate our progress and compliance with donor requirements.
- **TGWG Steering Committee Coordination:** ensuring participative, south-led decision-making to guide the group's activities.
- **Contractor Management:** overseeing the commissioning of contractors to support the WG's activities, such as designers, interpreters, translators, and copy editors, as needed.
- **Learning and Documentation:** ensuring proper organization of WGs (virtual) files and developing opportunities for joint reflection on achievements and learning to inform future activities.

Additionally, the post holder will take different responsibilities in the different day to day works of the GATJ secretariat including (30% of time):

- Based on the GATJ strategy framework and in close collaboration with the CC of GATJ and the rest of the GATJ Secretariat, contributing to development of the GATJ Campaigns
- Contribute strongly to the policy function, assisting in the development of new policy positions and campaigns asks, particularly on feminist tax issues and by providing information on the regional campaigns and policy positions.
- Contribute to the internal communications function by feeding articles into the newsletter and both providing information to the secretariat (for global campaigns, policy and communications functions), as well as within the region, and when necessary, across to other regions;
- Share information on GATJ's agenda, proposals and campaigns across the regions, ensuring members are informed about campaigns activity and up to date with policy development processes;
- Attend the CC as a staff member and attend priority working groups (or work closely with a regional or national member representative to ensure there is consistent attendance at priority working groups from the region);

Key Outcomes

- Existing and emerging key policy positions and feminist tax messages of GATJ are shared and owned by its regional members.
- New joint GATJ policy positions that inform and underpin our campaign and advocacy messages on interlinkages between tax, gender and feminism are developed.
- All policy positions of GATJ reflect the diversity of regional contexts and their convergence at the global level.
- GATJ policy positions and advocacy initiatives focus on perspectives and interests of the Global South within a global context of tax justice issues.
- Increased South-South experience exchange and learning.
- GATJ Coordination Committee, regional network members, and the rest of the GATJ Secretariat are actively engaged in the strategic planning and development consultation.
- The contribution of GATJ partners, allies, advocacy targets, funders and other relevant institutions and CSOs to the consultation is reflected in outcome documents and policy positions.

Professional Qualifications

- Degree in law, Public Policy, Social and Political Science; gender studies, A master's degree and/or experience working on the feminist aspects of taxation is an added advantage.

Required Competencies & Experience

Strategy Development and Policy Analysis Skills

- Knowledge and capacity to analyse tax justice and economic justice issues
- Ability to direct strategic development and planning to fulfil the WG's objectives, ensuring our efforts were focused and effective.
- Sound theoretical and practical background in the fields of tax justice, feminist economic analysis, public policy.
- Planning and execution of the annual Global Days of Action on Tax Justice for Women's Rights campaign in close collaboration with the GATJ Campaigns and Communications Coordinator.
- You respond and adapt quick processes and structures involving a complex geographic, socio-economic and cultural diversity.
- Strong facilitation skills, and the ability to steer the process of developing new policy positions, in close cooperation with members and allies.
- Extensive experience in policy analysis and feminist/economic justice policy advocacy at a senior level.
- Strong organizational skills and experience with organisational development. You are able to provide policy support to the GATJ CC and coordinate the strategic development of the organization.
- Strong language skills. You must be highly proficient in English; Fluency in French or other languages spoken in Africa would be an asset.

Relationships

Internal

- You are expected to build strong internal relationships and trust to facilitate ways of working in a globally networked organization that enable policy and advocacy initiatives to thrive and produce significant impact.
- Main internal relationships are with GATJ-CC and other Secretariat members, plus GATJ regional members, working groups and other platforms the GATJ is involved in.

External

- You will contribute to strengthening key external relationships with committed partners and other

INGOS, allies and CSO platforms acting globally, with UN bodies, other global, bilateral and multilateral development agencies, and funders.

What We Can Offer:

We are a committed and dedicated team 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 of USD 4053.64 – 4661.69 per month (based on skills and qualifications)
- Family Medical Insurance and staff pension
- Opportunity to work in a specialized 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 applications through this link:

[GATJ Coordinator – Tax and Gender Working Group Lead Applications](#)

Your application should include salary expectations. Applications with no salary expectations will not be considered.

The closing date for applications is **14th June 2024 5:00 pm EAT**. Only shortlisted candidates will be contacted.