



CALL FOR APPLICATIONS

Job: Technical Advisor to the Executive Director

At: [Tax Justice Network Africa](#)

Closing date: 22 February 2019

About us

TJNA is a pan-African research and advocacy network of 31 members active in 16 African countries established in 2007 and a member of the Global Alliance for Tax Justice (GATJ). Through its Nairobi Secretariat, TJNA collaborates closely with its member organisations and other civil society partners across Africa to curb illicit financial flows (IFFs) and promote progressive taxation systems. TJNA advocates for pro-poor tax policies and the strengthening of tax systems to promote domestic resource mobilisation (DRM). TJNA also plays a leading role in global coalitions committed to tackling the phenomena of global tax avoidance and evasion and achieving fundamental reforms of the current global financial architecture. TJNA's mission is to work with and through its members and partners to contribute towards improved policies and laws that enhance tax revenue mobilisation in Africa.

Key Responsibilities:

The Tax Justice Network Africa seeks to recruit an experienced individual to join our dynamic team dedicated to promoting progressive and equitable taxation in Africa. The Technical Advisor will work closely with TJNA Executive Director, the Board of Directors, and the Senior Management Team and will play a key role in optimizing the effectiveness of the organization. The role will serve as an important thought partner to the Senior Management team and a strategic advisor to the ED. He/she will help shape strategies to achieve the TJNA's goals. The Technical Advisor reports directly to the ED and serves on the Senior Management Team.

Technical and Leadership Support

- Ensure TJNA's priorities are aligned with goals and objectives. Monitor progress on behalf of the ED, providing support to leadership where needed.



- Provide technical support in the design and implementation of innovative learning activities and ensure that results inform adaptive management
- Provide executive level support to the ED. Work in close partnership with the ED to make the best use of his time and maximize his effectiveness on a range of strategic issues and ensure progress on all major initiatives as delegated.
- Coordinate prep and follow-up for ED's meetings. Closely track, and often complete, action items from meetings with board members, partners, funders, staff, and senior management. Make recommendations on next steps. Ensure that appropriate and timely follow-up occurs.
- Draft correspondence from the ED to TJNA's key constituencies of the, including, board members, donors, and strategic partners. Serve as a point of contact to resolve complex issues and make key decisions regarding strategic priorities. Develop talking points and briefings as needed in collaboration with other team members.
- Assist the ED in his work with donors and other key partners. Ensure he is well briefed prior to meetings. Partner with assigned staff in planning for the meeting and tracking and completing follow-up items.
- Facilitate internal communication at the secretariat by serving as a conduit of information between the ED and individual staff members. In addition, collaborate with the senior management to develop staff meetings and other staff forums that facilitate staff engagement and promote the exchange of creative ideas.
- Assess forward-looking work flow. Ensure appropriate preparations are occurring for upcoming meetings.
- coordinate strategies for ensuring integration, layering and sequencing of program activities
- Monitor progress on organizations set out goals and targets. Regularly report to Senior Management Team on status and make recommendations for needed change.
- Manage long range calendar for organizational flagship initiatives. Support SMT Institutionalization

Special Projects and Partnerships

- Support the ED on all major and critical initiatives to the Organisation. Complete special projects and initiatives as assigned, prepare data and present recommendations, and monitor progress.
- Provide technical input into the design and implementation of special projects and support the establishment of feedback mechanisms on the quality of implementation.
- Assist ED in the management relationships with external partners.



- Serve as a resource to improve and streamline business processes across the organization including coordination of strategies for ensuring integration, layering and sequencing of program activities

Board of Directors

- Serve as a liaison to the Board on key executive matters, as delegated by the ED.
- Support the ED in his work with the Board of Directors. Lead content planning for board meetings and manage the development of agendas. Oversee board orientation process.
- Track key action items, prepare meeting briefings, monitor succession planning, and monitor board recruitment. Make recommendations on committee assignments based on board member terms and committee make up. Support the ED in the operationalization of the Expert Advisory Panel

Senior Management Team

- Support the ED in his work with staff members. Prepare agendas, track secretariat meeting action points.
- Manage correspond on behalf of ED when possible and appropriate,
- Support ED in collaboration with SMT in tracking organizational strategic priorities.
- Support in the development of training program for staff and SMT as part on the internal staff capacity Development

Education, Experience and Skills Requirements:

Knowledge/Experience:

- Master's degree in development economics, political science or related fields
- Thorough knowledge of Africa's political economy, policy ecosystem and institutions combined with an understanding of Africa's structural economic transformation agenda
- 8 years of relevant experience with least 3 years in a management role.

Skills

- Superior written and oral communication skills, with exceptional attention to detail.
- Advanced project planning and management skills.
- Demonstrated ability to establish priorities, manage shifting priorities, and handle numerous time-sensitive projects with multiple deadlines.
- Ability to accomplish goals working through formal and informal channels, with diplomacy and tactfulness.



- Excellent judgment, strong organizational skills. Ability to lead and motivate others and earn the respect of team members across the organisation.
- Possess high levels of energy, initiative, creativity, drive, and discretion.
- Proven ability to be resilient and adaptable in the face of changing priorities.
- Ability to work with sensitive and confidential information maintaining the highest level of confidentiality.

Application Process

Interested candidates are invited to submit their Cover letter and CV to recruit@taxjusticeafrica.net with subject line “Technical Advisor to the Executive Director” so as to reach Tax Justice Network Africa on or before Friday 22nd February 2019.

Please be advised that only shortlisted applicants will be contacted.

Note: Tax Justice Network Africa (TJNA) does not charge any fees from applicants for any recruitment. Further, TJNA has not retained any agent in connection with this recruitment