

**INTERNAL ADVERT**

**Job Description**

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| **Job Title** | **Policy Intern** – Tax and International Financial Architecture |
| **Location** | Hybrid |
| **Salary Grade**  | Internship |
| **Contract Duration**  | 3 months (with the possibility of extension based on performance and funding availability up to 9 months) |
| **Supervisor** | Policy Officer - Tax and International Financial Architecture  |
| **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:**TJNA is looking for a Policy Intern to fill one position in the Tax in the International Financial Architecture thematic area. The purpose of their role will be to assist in undertaking analysis, research and policy advocacy on illicit financial flows and tax justice within their respective area of work. The role contributes to TJNA’s campaign against illicit financial flows and supports our outreach programmes. This role is an important contributor to TJNA’s global advocacy and policy influence agenda that is embedded within our Strategic Plan 2021-2025. |
| **Key Responsibilities**In liaison with the Policy Officer - Tax and International Financial Architecture, the Policy Intern will:**Provide technical support in research and policy advocacy work** * Develop policy documents in the thematic area of Tax and International Financial Architecture. Some of these thematic areas include international taxation, tax transparency i.e. exchange of information, beneficial ownership and country by country reporting, the UN Tax Convention, taxation of the digital economy, amongst others.
* Oversee consultancy work through revisions and submission of comments in the thematic area of Tax and International Financial Architecture.
* Provide strategic guidance to the UN Tax Convention working group for African civil society organisations.

**Provide administrative support in implementation of research and policy advocacy work*** Dissemination of information on emerging issues of Tax and the International Financial Architecture
* Diverse engagement with policymakers
* Provide support in the formulation of advocacy action plans
* Identify and reach out to relevant external stakeholders/ policy makers for advocacy engagements
* Provide logistics support in consultancy engagements
* Provide support in the reporting of research and policy advocacy work undertaken
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| **Key Accountability Areas*** Policy analysis and research
* Programme planning coordination and reporting
* Maintaining relationships with partners
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| **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
* Builds strong relationships with TJNA clients (i.e. partners, donors, board and the secretariat) that focus on impact and result for the client
* 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
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| **Qualifications** * Bachelor’s degree in economics, law, political science, public policy or a development-related discipline.

 **Core Skills and Experience:*** Strong program management skills;
* Some work experience in tax-related issues, especially governance, transparency and accountability;
* Knowledge of finance and program 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 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/ Added advantage:*** Knowledge of tax and international financial architecture in relation to development; tax justice; and sustainable development goals.
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**How to Apply:**

Does the role description align with your qualifications?

Qualified and interested candidates are requested to submit their applications using this link:

[Policy Intern | TIFA Application](https://airtable.com/appjgshQbDGvmcu7J/pagwVZoJpwZuVcwcd/form)

**The closing date for applications is 2nd May 2025. 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.