

**Annex 1**

**JOB DESCRIPTION**

<b>Job Title</b>	Policy Intern
<b>Location</b>	Nairobi
<b>Supervisor</b>	Policy Officer – Tax & Equity
<b>Job Grade</b>	Internship

**BACKGROUND INFORMATION FOR THE INTERNSHIP POSITION**

Tax Justice Network Africa (TJNA) is a Pan-African initiative established in 2007 and a member of the Global Alliance for Tax Justice. It is a network of a myriad of members across 16 African countries. Through its Nairobi Secretariat, TJNA collaborates closely with these member organizations in tax justice activities at the national and regional level. TJNA seeks to promote socially just and progressive taxation systems in Africa, advocating for pro-poor tax policies and the strengthening of tax systems to promote domestic resource mobilization. TJNA aims to challenge harmful tax policies and practices that favour the wealthy and aggravate and perpetuate inequality.

TJNA engages in various activities that are aimed at promoting public awareness regarding tax issues in Africa.

TJNA mandate, the revised Mission is ***“To spearhead tax justice in Africa’s development by enabling citizens and institutions to promote equitable tax systems through Research, Capacity Building, and Policy Influencing.”***

**Specific Roles**

The Policy Intern will offer services in the Policy department by assisting in the following tasks: -

- Contribute to policy analysis & research that produces highly analytical and research outputs that inform TJNA’s position on relevant issues, direct advocacy campaigns, inform policy at national and global policy and influence decision-makers.
- Be involved in program planning, coordination and reporting with a view to promoting advocacy and research work in the respective thematic areas.
- Manage 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.
- Coordinate overall thematic-related programs to ensure key performance indicators are met

- Develop, engage and maintain strategic relationships with key partners and networks, and represent TJNA at relevant networks, workshops, and policy events.
- Provide technical support and oversight in the design and delivery of activities to support the identification of strategic spaces for TJNA engagement.
- Contribute to TJNA publications and relevant tax policy debates and discussions ensuring TJNA has increasing policy influence.

**Key Accountability Areas:**

- Policy analysis and research
- Program planning coordination and reporting
- Developing and maintaining relationships with partners

**Qualifications**

- **Academic Qualifications**
  - A bachelor's degree in law, economics, political science, public policy or a development-related discipline.
- **Core Skills and Expertise**
  - Have overall experience of 1 year with strong work experience in tax-related issues, especially governance, transparency and accountability functions, preferably in a non-governmental organisation or civil institution.
  - Have a background in tax with an excellent understanding of the global tax system,
  - Experience in program coordination, research coordination and knowledge generation.
  - 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
  - You are a flexible, creative, and strategic thinker who can work in a highly operational environment.

**How to Apply:**

Should you meet the above requirements, kindly use the link below to submit your application:

[Policy Intern Application](#)

**Deadline: [29<sup>th</sup> April 2024 5:00pm EAT](#)**