

# act:onaid Job Description and Person Specification

Job Title:	Tax & Gender Equality Policy Advisor		
Job Family:	Advisor		
Directorate/Cluster:	Programmes, Fundraising and Communications	Unit/Team:	Economic Justice
Grade and Salary:	D	Contract Type:	12 months Fixed term contract
Location:	AA GS Hub (Nairobi, Johannesburg) or Country office	Budget Holder:	No
Reports to: <i>(incl matrix reporting)</i>	Global Lead for Economic Justice and Public Services		
Direct Reports:	No		
Matrix Reports:	No		
DBS (CRB) / Police Check:	Yes/No		
This Role Might Require Travel	Yes, up to 15%		
Role Overview:	<p>ActionAid International has been coordinating the Tax and Education Alliance (Tax Ed Alliance) with key partners from the tax justice, human rights and education movements since January 2021, with a grant from the Global Partnership for Education funded Education Out Loud Programme managed by Oxfam Denmark and funding from Open Society Foundations. The Tax Ed Alliance is working at national, regional and global levels to advocate for a sustainable, progressive and gender responsive increase in domestic financing of public education systems.</p> <p>The Tax and Gender Equality Policy Advisor will support national and transnational research and analysis, strategic advocacy, and social accountability efforts for gender equality and social inclusion in education financing, with a particular focus on the gendered impacts of tax policies and systems. The Advisor will be working with the Economic Justice team at ActionAid's Global Secretariat. They will work closely with colleagues in focal countries (especially Nepal, Senegal and Zambia - and with links to related work in Kenya, Uganda, Tanzania, Malawi, Nigeria, Ghana) and with the key Tax Ed Alliance Partners (Centre for Economic and Social Rights, Education International, Global Alliance for Tax Justice, Global Campaign for Education and Tax Justice Network and related allies and regional partners).</p>		
Areas of Responsibilities	Key Activities		

# act:onaid Job Description and Person Specification

<p><b>Strategic Impact and contribution</b></p>	<ul style="list-style-type: none"> <li>• Lead internal <b>capacity strengthening</b> on gendered and disability-inclusive tax analysis <ul style="list-style-type: none"> <li>- Facilitate reflection and capacity building sessions on gender responsive tax policies and education spending, including strengthening capacity on gendered and disability-inclusive tax analysis</li> <li>- Support the strengthening of national social accountability efforts led by communities to integrate demands on progressive, gender responsive taxation and financing for education</li> </ul> </li> <li>• Provide support to TaxEd Alliance country teams and partners on gender equality <b>research and analysis</b> on tax and education financing <ul style="list-style-type: none"> <li>- Provide technical advice and support to TaxEd Alliance country teams and partners to deepen our intersectional feminist research and analysis of tax policies and education financing</li> <li>- Develop an analytical framework and new analytical tools for intersectional tax equity analysis, with a focus on gendered and disability-inclusive analysis.</li> </ul> </li> <li>• Facilitate and promote strong <b>strategic partnerships</b> to advance the work on gender responsive and inclusive tax and education financing <ul style="list-style-type: none"> <li>- Develop links with strategic partners, particularly gender justice and disability rights organisations</li> <li>- Engage and participate in GATJ Tax and Gender Working Group</li> <li>-</li> </ul> </li> </ul>
<p><b>System, Policies and Procedures and Product Management</b></p>	<ul style="list-style-type: none"> <li>• Engage in and facilitate national, regional and global <b>advocacy</b> on gender responsive and inclusive tax and education financing <ul style="list-style-type: none"> <li>- Ensure effective advocacy on gender responsive and inclusive education financing in strategic national, regional and global spaces including the Commission on the Status of Women (CSW), the Committee on the Elimination of Discrimination against Women (CEDAW), the UN Framework Convention on International Tax Cooperation, regionally, within the African Union (AU) through the Gender is My Agenda Campaign (GIMAC), etc.</li> <li>- Support the convening of critical spaces to build consensus and advocate for gender responsive education financing</li> </ul> </li> </ul>
<p><b>Issue Resolutions, Crisis/Risk Management</b></p>	<ul style="list-style-type: none"> <li>• Supports commissioning team to mitigate risk in publications and advocacy e.g. libel, reputational risk</li> </ul>

## **act:onaid** Job Description and Person Specification

Communications, Influencing and Coordination	<ul style="list-style-type: none"><li>• Promote the innovative use of diverse campaign communications to engage key audiences and influence decision- makers, including the collection of powerful local case studies that can be used in national and international communications and campaigning.</li><li>• Make use of important regional and international events to popularize the reports /policy briefs from the project</li></ul>
People Management	<ul style="list-style-type: none"><li>• Maintain close working relations with multi-country project coordinator, MEL officer, country teams and partners</li></ul>
Other delivery on strategic/ functional priorities (Directorate-specific - maximum 5 KPIs)	<ul style="list-style-type: none"><li>• Support feminist, decolonial approaches to research and advocacy</li><li>• Align with participatory methods and HRBA across the research and advocacy work supported</li></ul>

**PERSON SPECIFICATIONS**

Education and Qualifications		<ul style="list-style-type: none"><li>• Relevant degree or post-graduate qualification or equivalent job-related experience that will provide the candidate the necessary knowledge, skill, and abilities.</li></ul>
Experience		<p>Essential experience:</p> <ul style="list-style-type: none"><li>• At least 5 years’ experience working in government or a non-governmental organisation, experience working in an international organization.</li><li>• Excellent knowledge and understanding of tax justice and gender equality and social inclusion issues.</li><li>• Understanding of tax incidence analysis.</li><li>• Experience of collaboration with diverse partners across multiple locations.</li><li>• Some knowledge and experience for advocacy and campaigning</li><li>• Good understanding of the impacts of economic policy on communities living in poverty in Africa and Asia.</li></ul> <p>Desirable experience:</p> <ul style="list-style-type: none"><li>• Experience working across countries is an added advantage.</li><li>• Good familiarity with education issues; familiarity with the trends in privatization of education is an added advantage</li><li>• Excellent knowledge and experience for advocacy and campaigning, particularly across multiple countries in the Global South context.</li><li>• Public mobilization experience is a bonus.</li></ul>
Skills		<p>Essential skills</p> <ul style="list-style-type: none"><li>• Understanding of human rights-based approach.</li><li>• Excellent strategic and analytical skills.</li><li>• Excellent research and writing skills.</li><li>• A strong commitment to human rights and ActionAid values</li><li>• Strong networking/relationship-building skills - ability to anticipate, coordinate and facilitate activities with colleagues.</li></ul> <p>Desirable skills:</p> <ul style="list-style-type: none"><li>• Strong media and communication skills.</li><li>• Excellent problem-solving skills and resourcefulness.</li><li>• An openness and interest in learning new things.</li></ul>
Language requirements		<ul style="list-style-type: none"><li>• Fluency in English.</li><li>• Ability to speak French is desirable.</li></ul>
People Management Responsibility		
Approximate number of people managed in total		
Team Leader	Coaches team members (at least three) in skills; leads, schedules, allocates and monitors work	No

This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

It is part of every staff member's responsibility to contribute to ActionAid International culture and comply with organisation's values and practice, which are:

- **Leading Innovation and Change** Establish a culture of excellence in respective team that values experimentation and continuous improvement.

## **act:onaid** Job Description and Person Specification

- **Feminist Leadership:** Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power).
- **AAI Values Practice:** Ensure personal and team culture that demonstrates all of AAI values including Mutual Respect, Equity and Justice, Integrity, Solidarity with People Living in Poverty and Exclusion, Courage of Conviction, Independence, and Humility
- **Promoting a healthy and safe working environment:** ActionAid is committed to promoting SHEA and Safeguarding policies and values and has a **zero-tolerance** policy for any form of sexual exploitation and abuse to create a safe working environment for the staff.