The African Tax Administration Forum [ATAF, www.ataftax.org] is a membership-based international organisation with international legal personality. Founded in 2009 as an association of currently 38 African tax administrations, ATAF strives to provide a platform to improve the performance of tax administration in Africa, driven by the priorities and needs of its member countries as well as the firm conviction that efficient and effective tax administrations will enhance economic growth, mobilise domestic resources more effectively, increase accountability of the states to their citizens and ultimately improving the living standards of the people of Africa.

The Secretariat invites applications for following positions.

POSITION: RESEARCH MANAGER  
REMUNERATION: R677 795 – R1 251 933

The Purpose

The ATAF Research Division aims to, through research, build capable African Tax Administrations that develop, share and implement good practices. Its overarching mission is to improve the expertise and skills of and provide tax training and education to tax policy makers, tax administrators and researchers in the continent with the ultimate objective of pushing the tax agenda in the continent, of improving the performance of tax administrations in Africa and influencing tax policy formulation and implementation. In this context, the job purpose for this role is to develop, coordinate and manage key research programmes/projects within the Secretariat and through member countries. The Manager: Research typically serves as a member of the research team. As such, the Manager: Research provides functional, technical and process leadership in the delivery of ATAF’s research services. The Manager: Research manages the research officer, research consultants and the unit’s research projects. He/she is also responsible for quality assurance of highly complex research protocols and research reports.
The Scope

The Manager: Research provides leadership in the identification of strategic research priorities to be undertaken by ATAF in line with member needs as well as emerging leading global practice. He/she also:

- Provides oversight and supervision for institutional planning, assessment, research, evaluation strategies, and trends analysis for environmental scanning
- Quality assures the entire research process from proposal writing through design, execution and reporting

Duties and Responsibilities

Planning

- Assist in leading and formulating the company's future direction and supporting tactical research initiatives
- Assist the Director of Research in monitoring the implementation of the research directorate’s business and operational plans
- Developing and implementing performance measures for the research officer
- Prepare the Research unit’s budget, monitor and report on expenditure thereof with the support of the Director: Research

Research

- Conduct actual research
- Identify research needs and provide advisory services (supply and demand)
- Respond to member needs through in-house research and collaborative research (Tax Administrations and other stakeholders)
- Liaison and engagement with stakeholders (externally and internally)
- Drive and manage research product delivery processes (i.e. consultants, meetings, travel, contracts, budget management, ToR, seminars etc.)
- Ensuring that all ATAF research processes and outputs adhere to best practice and scientific norms
• Developing and securing budgets for current and future research programmes
• Ensuring that only verified professionals are captured on the data base of experts for use by the ATAF research unit and its members
• Identify and manage synergies and linkages across ATAF divisions
• Quality assure research content, products and processes
• High level overview of research division projects and programmes, ATRN, EMT and Tax Statistics
• Drive and manage collection and distribution of existing Tax Administration’s research publications
• Contribute to design and layout of division publication

**Shaping Institutional Research Agenda**

• Understand the global research environment as it pertains to ATAF’s mandate and propose a research agenda and internal systems to deliver cutting edge research products and solutions

**Business Development**

• Scout for new research opportunities and appropriate networks based on emerging global practices and trends
• Prepare and direct research funding applications, budgets and progress reports in liaison with the Director: Research and Senior Manager: Strategic Partnerships and the Donor Management function

**Project Management**

• Budget oversight assistance on unit’s projects and research manager’s specific activities
• Manage the legalities of research contracts with external service providers
• Set up systems that support and streamline management or progress of research projects, financial expenditure and reporting
• Protect ATAF’s intellectual property rights and copyrights

**Enhancing Research Collaborations and Knowledge Dissemination**

• Establish ATAF as the “go-to” hub of expertise and sound research and tax administration practices
• Facilitate copyright and intellectual property management, and appropriate technology transfer
• Establish ATAF as the premier repository of research and knowledge pertaining to tax administration in Africa
• Oversee the effective dissemination of research and knowledge content in the ATAF repository
• Any other duties that may be assigned by the Director: Research

**Minimum Requirements**

A Master’s Degree in Social Sciences or an equivalent postgraduate degree in any of the following disciplines, Economics, Public Finance, Public Administration) with a research component. 3-5 years with a combination of professional experience, academic training and relationship management. Proven Project Management skills. Experience in quantitative and qualitative research, statistical analysis and reporting.

Please submit your resume and motivation for consideration to newpositions@ataftax.org before close of business on 26 April 2019. ATAF will only consider applications that meet the requirements. If you have not heard from ATAF by end of May 2019, please consider your application as unsuccessful. All enquiries must be emailed to pmaqubela@ataftax.org. ATAF Head Office is located at 333 Grosvenor Street, Hatfield Gardens, Block G – 2nd Floor, Pretoria, South Africa.