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 the following position.

**POSITION: Programme Specialist: Executive Masters’ in Taxation (EMT) in Africa**

**REMUNERATION: R677 795 – R931 711**

**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 tax policymakers, tax administrators and researchers in the continent with the ultimate objectives of pushing the tax agenda and improving the performance of tax administrations in Africa. In this context, the job purpose for this role is to develop, coordinate and manage the Executive Master’s in Taxation (EMT) flagship programme within the Secretariat and through its member countries. The Programme Specialist: EMT in Africa will serve as a member of the research team. As such, the incumbent will provide functional, technical and process leadership in the delivery of ATAF’s flagship programme, the EMT.

**The Scope**

The EMT was developed upon request of ATAF’s member countries as the continent was lacking a similar higher education degree-programme for tax officials with a strong developmental impact that has the long-term goal to strengthen technical competencies and capacities of its prospective students ultimately producing ‘agents of change’ who are able to initiate and implement institutional reforms and thus contribute to increasing domestic resource mobilisation (DRM) on
the continent as one of the key priorities of Africa’s AU Agenda 2063 and in accordance with the Sustainable Development Goals (SDGs).

Under the direct supervision of the Director: Research and the overall authority of the Executive Secretary, the Programme Officer: EMT in Africa provides support to ATAF in the further strategic and concept development of the EMT Programme for Africa in line with member needs as well as emerging leading global practice and in view of its envisioned re-launch in 2020.

**Duties and Responsibilities**

- Continuous monitoring and evaluation of the programme, ensuring that the programme reflects the needs of ATAFs member revenue administrations and that lessons learnt are incorporated for continuous improvement of the programme;
- Support the Director: Research in ensuring the periodic refinement and evaluation of the Competency Framework based on the feedback and monitoring;
- Coordinate the setting up of an EMT framework of engagement among ATAF, EMT Centres of Excellence and other contracting institutions;
- Organisation, planning and conceptualisation of EMT-related events such as workshops, study visits, graduation ceremonies, other extra-curricular alumni events in different African and European countries;
- Assist in leading and formulating the EMT competency framework by closely liaising with the external expert-consultants;
- Coordinating the pre-selection of students in liaison with the tax administrations and universities as well as the identification of specialist guest lectures and speakers;
- Support the Director: Research in providing ATAF’s leadership and oversight in the periodic assessments of EMT Centres of Excellence by a team of academic peers;
- Scout for new partnership opportunities, both continentally and internationally, and appropriate networks in the field of higher education and research on taxation to further promote the establishment of the EMT Centres of Excellence in Africa and globally;
• Develop a framework that ensures that the EMT programme is attractive, profitable and sustainable to the Universities;
• Scout for institutions/countries in which students can expand their practical experience relating to their Transfer Project/thesis through internship opportunities;
• Increase the brand and visibility of the EMT project by overhauling the EMT website, the publication of the EMT Compendium and regularly update the brochures and EMT databases (alumni, guest lecturers, speakers, etc.);
• Ensuring that the Transfer Project, as a building block of the EMT, is fully executed by the students and sending institutions in order to bridge academic learning and practical applications;
• Design a cost-effective strategy of developing and continuously managing the EMT Alumni network;
• Provide support to the African Tax Research Network (ATRN) capacity-building activities and congress targeting EMT students and alumni such as the research methods/ dissemination training for young researchers; and
• Supporting EMT graduates by initiating and directing joint research projects amongst themselves and with external researchers and ensure that the projects contribute to the ATRN conference and publications.

Minimum Requirements

Qualification(s)

A Masters’ Degree in Social Sciences or an equivalent undergraduate degree in any of the following disciplines, Economics, Public Finance, Public Administration with a research component.

Knowledge and Experience

Five (5) years of professional experience in a similar role with a combination of project management, academic training, research and stakeholder management skills. Must have knowledge of curriculum development and/or competency framework development. Working
Experience in revenue administrations, international relations and in conceptional development of trainings and workshops is of advantage. Experience in working with academic institutions from Anglophone and Francophone African countries is also of advantage.

**Additional skills required**

- Sound knowledge of and experience in tax policy, tax administrations and the global tax landscape;
- Excellent planning and organisational skills;
- Fluent written and spoken English is required, including working knowledge of French and/or Portuguese is desirable;
- Good overall management and proven project management skills;
- Time management skills and able to work under pressure;
- Strong intercultural skills;
- Capability to adapt to fast-paced and demanding environments.

**Anticipated Contract Duration**

12 months renewable depending on ATAF needs

Please submit your resume and motivation for consideration to newpositions@ataftax.org before close of business on **7 February 2020**. ATAF will only consider applications that meet the requirements. If you have not heard from ATAF by end of March 2020, please consider your application as unsuccessful. All enquiries must be directed by email to pmaqubela@ataftax.org. ATAF Head Office is located at 333 Grosvenor Street, Hatfield Gardens, Block G –2\textsuperscript{nd} Floor, Pretoria, South Africa.