



## **TAX POLICY FELLOW**

The Institute of Public Finance is a not-profit think tank that generates research-driven evidence for advocacy and provides technical assistance to state and non-state actors in order to promote equitable, efficient and effective Public Finance underpinned by Transparency, Accountability and Participation (TAP).

IPF's tax policy unit has the overall goal of driving and advocating for effective, efficient, and equitable tax systems at the various levels of government. The Unit pursues its core mandate through:

- Production of high-quality research outputs for evidence-based policy making
- Partnering with government agencies, private sector, non-profit institutions, practitioners, and researchers in conducting in-depth review and analysis of tax policies
- Conduct technical assistance programmes.
- Partnering and collaborating with like-minded organizations in advocating for tax reforms to promote effectiveness, efficiency, and equity in taxation.

## **Job Summary**

The fellows will support the Tax Policy Unit through research and technical assistance on projects related to county level taxes and fees, policies and legislation.

## **Key Responsibilities**

- Support implementation of assigned project(s).
- Under the guidance of Senior Research Analyst- Tax Policy, maintain IPF modelled county level tax revenue database and assist in generating statistical models for county governments.
- Monitor tax policy reforms to assess implication and generating related analyses.
- Produce research outputs (such as research papers, policy briefs, blogs, and op eds) on impacts of changes in taxes, fees, levies and charges.
- Support preparation of inputs for taxation measures as well as other technical reports on tax policy and frameworks.
- Support provision of ongoing technical tax policy information and recommendations to clients.

## **Qualifications and Experience**

- Master's Degree in Economics, Public Policy, Public Finance, or related field; ***OR:*** Bachelor's Degree in Economics, Public Policy, Public Finance, with additional training in Tax/Revenue Administration.
- Good understanding of the Tax Policies and Legislation in Kenya and the region would be an added advantage.

- At least three years' experience in capacity strengthening programs or advocacy in a tax related field.
- Experience in engaging policy makers and stakeholders from government and non-state actors
- Experience with various training methods (including virtual, in-person training, and blended offering) and up to date with new training methods and techniques.
- Practical experience in setting up training and technical assistance programs in tax programmes.
- Experience in developing concept notes and proposals in the field of Public Finance Management.
- Excellent oral and written communication, presentation skills, and interpersonal skills.
- Proficiency in Microsoft Suites.
- Knowledge of a relevant statistical software (e.g E-views, STATA, SPSS, R).
- Knowledge and understanding of research and analytical techniques.

**How to apply:**

Send a cover letter and curriculum vitae **ONLY** to: [recruitment@ipfglobal.or.ke](mailto:recruitment@ipfglobal.or.ke), indicating the vacancy applied for on the subject line of your email.

Applications will be reviewed on a rolling basis until the position is filled. IPF celebrates and embraces diversity, we are committed to the principle of equal employment opportunity and encourage qualified candidates to apply.