

# POLICY AND ENGAGEMENT CONSULTANT

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# Introduction

The International Centre for Tax and Development (ICTD) is a growing global policy research network dedicated to improving the quality of tax policy and administration in developing countries, with a special focus on sub-Saharan Africa. It is funded principally by the UK Department for International Development and the Bill & Melinda Gates Foundation, and run by a global, friendly and dynamic team led by CEO Professor Mick Moore.

Our objective is to contribute to development by:

- Providing research evidence that will help make taxation policies more conducive to pro-poor economic growth and good governance
- Generating and disseminating tax research to relevant policymakers
- Sharing research findings, in order to widen and deepen public debate about taxation issues in developing countries.

We do this by:

- Generating new tax policy-oriented research
- Tailored communication and dissemination of the findings of the research, so as to increase and deepen tax policy debates
- Building research capacity of researchers in developing countries, through trainings and by providing research grants.

ICTD is part of the Institute of Development Studies (IDS) and based at the the University of Sussex.

# The Role

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Job Title:	Policy and Engagement Consultant, DIGITAX programme (Digital Financial Services, Digital ID and Tax)
Location:	Outside Europe, flexible
Duration:	Up to 3 years.
Start:	As soon as possible.
Contract	Consultancy contract of up to three years, with payments for deliverables totalling up to £67,500 GBP per annum

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The Policy and Engagement Consultant will work closely with the Lead Researcher, who will assume primary responsibility for the design and implementation of the research programme.

(S)he will be responsible for:

- actively engaging with a wide range of DFS, digital ID, financial inclusion, tax policy, and tax administration stakeholders during research design and implementation.
- communicating the research results in ways that will maximise the likelihood of adoption of policy recommendations.

This work will build upon several assets produced by a global Working Group, including a research agenda, literature review, expert data base, DFS tax calculator tool, and mobile money tax country dashboard, among others. This position provides a unique opportunity for someone with a good understanding of digital financial and identification technologies to influence taxation administration and public policy in a manner that will advance both:

- taxation equity and efficiency
- financial inclusion.





## Key Responsibilities of the role

- Initiating and developing key high-level relationships and networks to ensure research influences policy and practice internationally, and contributes to the Institute's strategic aims:
  - a. Work with colleagues and partners to ensure that research engages with change agents, and is positioned to make a practical difference to development outcomes;
  - b. Devise and participate at a senior level in events and actions that shape and take forward agreed pathways to research impact;
  - c. Identify and take forward opportunities for high-level engagement and influence in policy or practice, for examples convening influential events or networks.
- Convening and expanding networks of industry, policy, and research stakeholders to support the research and dissemination programme.
- Collaborating with the Research Lead with respect to:
  - a. Identification of country researchers or research teams;
  - b. Setting up expert interviews;
  - c. Assembling and managing technical working groups.
- Developing and implementing the project's strategic approach in regards to the engagement, policy and communications thrusts of the research with relevant stakeholders and governments, providing and promoting policy-relevant avenues for dissemination of the research.
- Bringing together high-level individuals from governments, tax authorities, international finance organisations, and the financial inclusion, DFS, and digital ID communities to facilitate peer to peer learning.
- Designing, organising, and facilitating training modules, learning sessions, and one internal conference based on research outputs.
- Communicate research outputs in high-level international meetings and conferences.
- Ensuring the effective design of all disseminated products and activities, including managing the sub-contracting of certain responsibilities to an external commercial strategic communications provider, as needed.
- Providing input and feedback on project strategy and all research outputs to the Research Lead.
- In cooperation with the Research Lead, liaising closely with policy and industry stakeholders to (a) develop assets for technical assistance and capacity building and (b) ensure that the research programme addresses policy needs and that the results are widely and effectively communicated and adopted.
- Liaising and cooperating as needed with the ICTD Communications and Research Uptake Manager and staff.
- Manage and Chair the Digital Financial Services Working Group

# Person Specification

Requirement	Essential	Desirable
Educational Qualifications	<ul style="list-style-type: none"> <li>Masters degree or PHD, or equivalent professional qualification or experience in public policy, public administration, international development, communications, or a relevant technical field.</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>At least 5-10 years experience in high-level communications/engagement, and/or partnership activities.</li> <li>Experience in project management.</li> <li>Evidence of established networks and relationships in the subject area.</li> <li>Demonstrable impact on choices and impact by policy makers or practitioners.</li> <li>Professional experience in tax administration, tax policy, financial inclusion, digital financial services, and/or digital ID.</li> <li>Professional experience with low-income countries and populations.</li> <li>Prior collaboration with revenue authorities, multilateral organizations, financial service providers, and/or mobile network operators.</li> <li>Experience with diverse sectors and stakeholder groups, including public, private, academia, and civil society</li> <li>Development of evidence-based policy recommendations</li> <li>Production of knowledge products for diverse audiences and sectors, including public, private, academia, and civil society.</li> </ul>	
Knowledge	<ul style="list-style-type: none"> <li>Some understanding of the technology and policies related to digital financial services, digital identification, and financial inclusion, preferably in low-income countries and for low-income populations.</li> <li>Some understanding of tax policy and practice in low-income countries.</li> </ul>	<ul style="list-style-type: none"> <li>Strong understanding of the technology and policies related to digital financial services, digital identification, and financial inclusion in low-income countries and for low-income populations.</li> </ul>

Requirement	Essential	Desirable
Skills	<ul style="list-style-type: none"> <li>Excellent English-language communication skills, including verbal and written skills.</li> <li>Strong networking and interpersonal skills.</li> <li>Ability to build productive partnerships and reconcile the different interests of diverse stakeholders at the most senior levels.</li> <li>Diplomacy and a professional approach when dealing with external partners and funders (from both Global North and South).</li> <li>Well-organised, with the ability to prioritise work in order to meet competing deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of French or other languages.</li> </ul>
Attributes	<ul style="list-style-type: none"> <li>Flexibility.</li> <li>Team work.</li> <li>Capacity to effectively work across diverse cultural and institutional environments.</li> <li>Ability to recognise potential, build capacity, and train others to gain relevant skills.</li> <li>Attention to detail and a commitment to the quality of outputs.</li> <li>Ability to work with colleagues in different locations.</li> <li>A proactive attitude to work.</li> </ul>	<ul style="list-style-type: none"> <li>An international reputation in their field.</li> </ul>
Health/other	<ul style="list-style-type: none"> <li>Regular short-term travel, mainly international.</li> </ul>	





# How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the “Apply” button in the job advert page and complete our online application form. Please provide a CV and cover letter in ONE single document, which should be prepared before applying as they will be requested in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in MS Word in the following format: Your First Name-Your Last Name-Document Name-Date (yymm) e.g: Pat-Jones-CVandStatement-2002.

## Timeline

Closing date:

24th May 2020

Preliminary interviews:

TBC

Interviews with IDS:

TBC

## Equality statement

Equality and diversity are at the core of IDS. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

## Selection process

All candidates will be notified about the status of their applications. Shortlisted candidates may be required to undertake an additional assessment prior to the final interview.

## Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email [instituteofdevelopmentstudies@oxfordhr.co.uk](mailto:instituteofdevelopmentstudies@oxfordhr.co.uk) in the first instance.



# About Oxford HR

Oxford HR operates globally - mainly within the international development and charity sectors. We carry out retained executive search mandates at board and senior management levels. We also offer human resource and organisational development consultancy.

Oxford HR has many years of experience in search as well as an extensive network of international development, social sector, corporate, public sector, and academic contacts from across the world. We carry out comprehensive and often international searches designed to meet the specific needs of our clients.

Oxford HR's team members have significant personal experience of working in international development and the social sector as well as the corporate and governmental sectors. We are in a unique position to find and assess talented individuals from a variety of backgrounds.



OXFORD	LONDON	AMSTERDAM	NAIROBI
The Old Music Hall 106-108 Cowley Road Oxford OX4 1JE  United Kingdom  +44 (0) 1865 403 298	Three Tuns House, 109 Borough High Street, London SE1 1NL  United Kingdom  +44 (0)20 7939 7451	Korte Schimmelstraat 12 1053 SZ Amsterdam  The Netherlands  +31 (0) 621 153 452	Watermark Business Park Cove Court, 1st Floor Ndege Road off Langata Road  Kenya  +254 (0) 797 233 217



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