

FELLOW & LEAD RESEARCHER

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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 University of Sussex.

The Role

Job Title:	Fellow & Lead Researcher, DIGITAX programme (Digital Financial Services, Digital ID and Tax)
Grade:	Grade 9-10: £58,966 - £98,126
Responsible to:	CEO, International Centre for Tax and Development (ICTD)
Direct reports:	None
Location:	Brighton, UK
Duration:	3 years fixed term (F/T).
Start:	As soon as possible.



The Role

The Lead Researcher will design and deliver the DIGITAX research programme in association with the Policy and Engagement Consultant, and with the guidance of the ICTD CEO and the Programme Advisory Board. The research will be conducted in collaboration with stakeholders from the DFS (digital financial services), digital ID and financial inclusion industries and with tax administrators and policymakers. It will build upon several assets produced by a global Working Group organised by the Bill & Melinda Gates Foundation, including a literature review, research agenda, expert data base, DFS tax calculator tool, and a mobile money tax country dashboard. This programme provides a unique opportunity to access and analyse data from DFS providers and tax administrations and serve in a leadership role in a greenfield research area.

The DIGITAX (Digital Financial Services, Digital ID and Tax) is a new three-year research programme funded by the Bill & Melinda Gates Foundation. It will investigate:

- (a) the consequences of alternative methods of taxing digital financial services (DFS) in low income countries and
- (b) how DFS platforms, the use of digital ID, and technology more broadly, can contribute effectively to broadening the tax base and improving collection efficiency and equity.

Extensive engagement with policy and industry stakeholders will be undertaken at all stages of the programme.

Professorial Fellow is the most senior research and teaching position at the Institute. Post-holders are expected to show high academic standing, to make a broad and sustained contribution to their field and discipline nationally and internationally, and to demonstrate sustained exceptional performance in research and policy influence. They will demonstrate leadership and excellence in research, engagement with policy and practice, and usually teaching and learning, secure research funding for themselves and others in their research field, and significantly contribute to the leadership, strategic direction and reputation of the Institute. The term Professorial Fellow denotes a role, but not the title of Professor which is awarded by the University of Sussex.

Key Responsibilities

Research

1. Act as a leading authority in the field or specialism, developing new knowledge, understanding and innovation in the area of taxation.
2. Play a leading role in the development and implementation of the Institute's research strategies and themes, and lead and co-ordinate research activity in own subject.
3. Lead and co-ordinate the development of major projects and proposals for own or joint research, research collaboratively with other IDS Fellows and external partners. This may involve leading and line-managing the staff including their recruitment, probation, mentoring, and performance review and staff development; managing the budget, and taking responsibility for the delivery of the programme.
4. Produce high-quality research outputs that are original and world-leading in the field, for publication in monographs or recognised high-quality peer reviewed journals, or performance/exhibition, as appropriate, and make a significant contribution to the field at acceptable levels of volume and academic excellence.
5. Lead and develop internal and external networks to foster collaboration on both an individual level and on behalf of others in the Institute, share information and ideas, influence external research and the policy agenda, and promote the subject and the Institute, both nationally and internationally.
6. Generate income on a sustained basis and at a scale that has the potential to support a wider team or centre. This particular post is fully funded.
7. Provide academic leadership, mentoring, and inspiration to those working within own research area, and foster inter-disciplinary and cross cluster working.
8. Develop and maintain an independent research reputation by, for example, serving on or chairing peer review committees or professorial appointment committees in other institutions, and acting as a referee for journal articles and research grant applications.
9. Play a significant role in a relevant national academic or disciplinary/interdisciplinary professional body or take part in recognised events organised by such bodies.

Engagement, influence and impact

1. Work with colleagues and partners to ensure that research engages with change agents (international, national or local, across public, private and civil society sectors as appropriate) positioned to make a practical difference to development outcomes, impacting on key debates, choices and decisions by policy makers and or practitioners. Devise and participate at a senior level in shaping and taking forward agreed pathways to research impact.
2. Identify and take forward opportunities for high-level engagement and influence in policy or practice, for example through taking up invitations for major advisory work, convening influential events or networks.
3. Lead-author key national or international policy reports
4. Chair or participate in major research or policy advisory bodies

5. Communicate research outputs in high-level fora nationally or internationally, including a policy- or practice-relevant way including making presentations at national or international conferences or exhibiting work in other appropriate events of a similar standing, and identifying ways to disseminate research outputs informally via the internet, the media and other forms of public engagement.

Teaching

1. Provide academic leadership and inspiration to those teaching within subject area.
2. Actively maintain an understanding of appropriate pedagogy in the subject area.

Collegiality

1. Chair Institute committees and working groups, and participate in Institute decision-making and governance.
2. Undertake a key leadership role.
3. Undertake additional administrative duties, as required.

Role-specific duties

1. Provide intellectual guidance and leadership in the design of the three-year program, by defining in detail the key themes to be explored, feasible research projects, and a timeline.
2. Oversee the process of identifying research partners – including revenue authorities, academics, civil society, and industry experts – and contributing to the arrangement of research contracts.
3. Provide high-level guidance to the program's activities, to ensure the quality and integrity of funded research.
4. Lead and conduct primary research (including fieldwork and data analysis) that feeds into the production of research papers, policy briefs, and case studies.
5. Use cases and research contents for technical assistance and capacity building.
6. Oversee the preparation of literature reviews and other research products as agreed with the funder.
7. In cooperation with the Policy, Advocacy, and Partnership Lead, liaise closely with policy and industry stakeholders to develop assets for technical assistance and capacity and to ensure that the research programme addresses policy needs and that the results are widely and effectively communicated and adopted.
8. Participate in the programme Advisory Board.
9. Coordinate with other ICTD staff to ensure maximum synergies between different components of the ICTD research programme.
10. Report regularly to the funder.
11. Represent the team at international meetings and conferences when required.

This Job Description sets out current duties of the post that may vary from time

Person Specification

Requirement	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Advanced research degree (PhD), preferably in economics, finance, political science, or related fields. Candidates without a PhD but with extensive research experience and a strong publication record will be considered. 	
Knowledge	<ul style="list-style-type: none"> Understanding of the technology and policies of digital financial services, digital identification, and/or financial inclusion. Familiarity with issues of financial services and digital ID in low income countries and for low-income populations. Understanding of tax policy and administration in low-income countries 	<ul style="list-style-type: none"> Good understanding of the technology and policies of DFS. In-depth knowledge around issues of financial services and digital ID in low income countries and for low-income populations Good understanding of tax policy and practice in low income countries.
Skills	<ul style="list-style-type: none"> Leadership and people management skills with evidence of proactive contribution to leadership and management current organisation Excellent research skills, including analytical and synthesis skills, as well as data analysis. Excellent interpersonal skills. Diplomacy and a professional approach when dealing with external partners and funders (from both Global North and South). Good communication skills, including English language verbal and writing skills. Well-organised, with the ability to prioritise work in order to meet competing deadlines. Excellent presentation skills, with the proven ability to communicate effectively, both orally and in writing, with students, colleagues and external audiences. Excellent organisational and administrative skills. Excellent IT skills, with the ability to produce high-quality learning support materials 	<ul style="list-style-type: none"> Working knowledge of French or other languages Demonstrated ability to produce knowledge products for diverse audiences and sectors, including public, private, academia, and civil society


Requirement	Essential	Desirable
Experience	<ul style="list-style-type: none"> An international reputation in the field of study. Significant track record of influential publications in reputable journals and other appropriate media of similar standing. Experience of successfully leading large externally-funded research projects Extensive experience of quantitative research, particularly applied and policy-relevant research Experience of management of primary research projects in low-income countries, particularly in economics, finance, political science, or closely related fields. Experience in linking research and policy, and effectively communicating research findings to both academic and policy audiences. 	<ul style="list-style-type: none"> Experience of research on digital financial services and/or digital ID. Experience with the analysis of large datasets Collaboration with revenue authorities, multilateral organizations, financial service providers, or mobile network operators Development of evidence-based policy recommendations Working professionally in a policy environment
Attributes	<ul style="list-style-type: none"> Ability to exercise a high degree of innovation and creative problem-solving Flexibility Capacity to work across cultural / institutional barriers. Ability to recognise potential, build capacity and train others to gain relevant skills. Attention to detail and a commitment to the quality of outputs. Ability to prioritise and meet deadlines Ability to work with colleagues in different locations. A proactive attitude towards work. Commitment to collegiality and inter-disciplinary working A willingness to participate in support activities beyond normal duties 	
Health/other	<ul style="list-style-type: none"> Frequent short term international travel. 	

Benefits

At IDS we offer a number of additional benefits to staff. These include:

- a competitive salary, including cost of living awards and incremental increases on an annual basis as per policy and the option to join our pension scheme.
- interest free travel loans, following successful completion of a probationary period
- support in attainment of a relevant professional qualification in line with the Professional Development Policy
- childcare fund
- competitive maternity and paternity policies that offer compensation above the statutory minimum
- 24 days annual leave per year (pro-rata for part-time), plus public holidays and up to 6 non-negotiable closure days
- enhanced sickness pay entitlements
- support with relocation costs for staff joining us from outside the EU
- eligibility to use the University of Sussex gym and sporting facilities at staff rates

Location



The successful candidate will be based at the Institute of Development Studies on the University of Sussex campus. The University of Sussex is located 10 minutes away from the lively and cosmopolitan seaside city of Brighton on the UK South Coast, 60 minutes away from central London, 30 minutes away from London Gatwick Airport and is surrounded by the beautiful countryside of the Sussex South Downs. Situated between the sea and the South Downs, Brighton is one of the most vibrant and unique cities on the South Coast, for more information please go to: www.visitbrighton.com/



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 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

The Old Music Hall
106-108 Cowley Road
Oxford
OX4 1JE

United Kingdom

+44 (0) 1865 403 298

LONDON

Three Tuns House,
109 Borough High Street,
London
SE1 1NL

United Kingdom

+44 (0)20 7939 7451

AMSTERDAM

Korte Schimmelstraat 12
1053 SZ
Amsterdam

The Netherlands

+31 (0) 621 153 452

NAIROBI

Watermark Business Park
Cove Court, 1st Floor
Ndege Road off Langata Road

Kenya

+254 (0) 797 233 217



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