

Posting Title : PROJECT ASSISTANT

Duty Station : KISUMU COUNTY

Posting Period: 4th JANUARY 2023

Background

The National Taxpayers Association (NTA) is an independent, non-partisan organization focused on promoting good governance in Kenya through citizen empowerment, enhancing public service delivery and partnership building. Since 2006 NTA has implemented programs focused on building citizen demand and strengthening government service delivery performance to enhance accountability through monitoring of the quality of public services and management of devolved funds. NTA envisions a taxpayer responsive government delivering quality services to all through a mission to undertake taxpayer-transforming research and capacity building through partnerships to influence government policy and strategy.

About the role

To support the National Taxpayers Association to manage its economic justice program, strengthening public services.

Personal Specification

- Proven 3 years and above experience managing policy advocacy projects.
- Experience working with diverse donors and possess donor reporting skills.
- Deep knowledge of Kenya's tax system and the international taxing landscape. (i.e. Pro-poor taxation, economic inequality, public budgets, development financing, gender-responsive budgeting, debt and tax justice issues).
- Experience in conceptualizing, designing and overseeing the implementation of multi-county projects that advocate for progressive economic policies, pro-poor revenue raising, pro-poor government budgets and improving public service delivery.
- Experience in initiating, maintaining and expanding strategic partnerships that will advance the vision of the organization.
- Excellent communication and confidence in engaging with diverse audiences, including media, government and donor representatives).
- Familiarity with relevant civil society players in Kenya and within the region.
- Knowledge of proposal writing, financial management/ budgeting will be an advantage.
- Proficiency in both written and spoken English and Swahili.

Education

Applicants must at the time of application meet one of the following requirements:

- Be enrolled in a graduate school programme (second university degree or equivalent, or higher);
- Have graduated with a university degree in either Economics, Political Science and Law.

Desirable

Teamwork

- Works collaboratively with colleagues to achieve organizational goals.
- Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others.
- Prioritize organizational agenda.
- Supports and acts in accordance with the final group decision, even when such decisions may not entirely reflect their position.

Communication

- Eloquence in both written and spoken Swahili and English.
- Listens to others, correctly interprets messages from others and responds appropriately.
- Asks for clarification, and exhibits interest in having two-way communication.
- Versatility/flexibility, i.e. ability to tailor his/her language, tone, style and format to match the audience.
- Demonstrates openness in sharing information and keeping people informed.
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Note: The Project Assistant will be based in Kisumu County.

Method of Application

Please email CV, Cover letter and references as well as salary expectation to:

admin@nta.or.ke, by close of business on Friday, January 13th, 2023.

Please indicate the position you are applying for and duty station on the email as the subject.

The NTA is an equal opportunity employer