



Vacancy: National Coordinator (1 Position)

Background

The National Taxpayers Association (NTA) is an independent, non-partisan organization that promotes good governance in Kenya by empowering citizens, enhancing public service delivery, and building partnerships. Since 2006, NTA has implemented programs aimed at fostering citizen demand and strengthening government service delivery performance to enhance accountability through monitoring public service quality and managing devolved funds. NTA envisions a taxpayer-responsive government that provides quality services to all through a mission to conduct taxpayer-transforming research and capacity building via partnerships to influence government policy and strategy.

About the role

The Overall Purpose of the Job

- The National Coordinator is the Chief Executive Officer of NTA and is responsible to the National Governing Council.
- He/She will be required to develop the strategic direction for the organization.
- He/She will be required to provide leadership and management of NTA operations.

Description of main duties or Tasks

- Initiate policy proposals for consideration by the National Governing Council.
- Fundraising and negotiating grants.
- Acts as Secretary (taking minutes) to the National Governing Council.
- Act as the link between the National Governing Council and the Staff.
- Works with the Finance & Administration Manager and the Programmes Manager for effective performance and staff development.
- Acts as the official spokesperson for the organization. All official statements are to be in line with NTA policy and, where possible, vetted by the top management committee.
- Take overall responsibility for the implementation of the organization's strategic plan.
- Establish contacts and networks with relevant stakeholders/institutions.
- Plan and guide the growth of the organization.
- Make reports to the Governing Council on the progress made in the implementation of the strategic plan.

Other characteristics for this role

- Proven 10 years and above experience in managing policy advocacy projects, of which 5 years are at a senior management level.
- Experience working with diverse donors.
- 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 budget, 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;
- Proficiency in English and Swahili.
- Proven excellent writing skills.

Qualifications:

Education

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

Should be a holder of a PHD or a Master's degree in either Economics, Political Science, Law, or a related discipline.

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.
- Place the team agenda before the personal agenda.

Communication:

- Speaks and writes clearly and effectively.
- Listens to others, correctly interprets messages from others, and responds appropriately.
- Asks questions to clarify and exhibits interest in having two-way communication.
- Tailors 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.

Commitment to diversity and inclusion:

We are committed to ensuring diversity and gender equality within our organization. We encourage all qualified applicants to apply.

Note: The National Coordinator will be based in Nairobi.

Method of Application

Candidates are kindly asked to submit a CV of no more than four (04) pages and a cover letter as combined into one document in PDF format. All application documents (cover letter and CV) should be submitted in English. Please submit your application with references and your salary expectation to **jobs@nta.or.ke** by the close of business on **21st May 2025**.

Please indicate the position applying for in the email subject.

NTA is an equal opportunity employer.