FISCAL POLICY SPECIALIST

Annual Salary and Benefits: -
Internal Job Grade: - C2
Contract type: - Closed ended

Reporting to: - Extractive Industry Programme Manager with Matrix links to other Pillar Leads
Coordinates with - Inequality Team, Extractive Industries Team, Economic Justice Teams, Research Team; Oxfam affiliates and offices, and Oxfam International.

Annual Budget: - West Africa / Ghana / Accra

OXFAM Purpose: To work with others to overcome poverty and suffering
Team Purpose: -

Job Purpose: - The purpose of this role is to lead fiscal policy and advocacy components of Oxfam in Ghana’s country strategy related to Extractive Industries, Inequality, Economic Justice, Accountability governance among others and develop and successfully implement The Tax Dialogue in Ghana. S/he will provide policy analysis, research and advocacy to support Oxfam in Ghana’s agenda on tax justice, with particular emphasis as these issues relate to the extractive industries and foreign multinational companies. S/he will work with the Programme Managers to provide policy analysis, research, strategic advice in support of all campaigns as well as to design and lead implementation of advocacy strategies, especially in relation to the extractive industries, inequality, economic justice, accountable governance and taxation agenda.

The Fiscal Policy Advisor will be a core member of the internal Oxfam Mobilizing Progressive Domestic Resources for Quality Public Services (Tax Justice Programme) programme team with a focus to implement the Ghana Tax Dialogue project through piloting innovative programme approaches, building partnerships, coalitions and networks and delivering on relevant research for the project. The person might also be required to lead on relevant research for the Tax Dialogue project as well as establish and maintain linkages with private sector, National Government, Government Institutions, parliament as well as with other Oxfam teams working on tax dialogue, policy influencing, campaigning and advocacy.

Dimensions:
- Leadership on tax policy and advocacy work for Oxfam in Ghana
- Contribute to the development and implementation of all Oxfam in Ghana interventions on Inequality at country, regional and global level
- Represent Oxfam externally, developing, managing and influencing significant working relationships with Oxfam allies and partners.
- Anticipate, analyze and manage highly complex and diverse public policy issues and campaigns strategy related to fiscal policy.
- Stay abreast of professional standards, trends and issues related to this position, demonstrating continuous learning of the field.
- S/he will ensure that gender justice principles are integrated in to all areas of her/his work.
**Key Responsibility:** Lead Oxfam’s fiscal policy and advocacy strategy on the thematic areas of Extractive Industries, Inequality, Economic Justice, and Accountable Governance incl. responsibility for successfully implementing the tax dialogue in Ghana and contribute to the implementation of the Mobilizing Progressive domestic resource programme for quality public Services in Ghana in Oxfam in Ghana and the confederation.

**Strategy development and implementation:**

- Co-ordination of Oxfam in Ghana’s policy resources on tax, development finance, extractive governance and other inequality-related trends.
- Leadership on tax policy and advocacy work for Oxfam in Ghana and to play a leadership role in both wider strategy and policy development at the Country and Regional level.
- Play in Oxfam in Ghana’s Extractive Industries and Inequality Campaigns and Programme team that develops and delivers on strategy to influence external policy and practice.

- Support in confederation wide development of strategic plans for fiscal policy development, research and advocacy on financing for development issues.
- Play a leading role in the Oxfam International (OI) inequality and fiscal justice policy team, as well as playing a leadership role in OI projects and events as required.
- Coordinate and deliver effective advocacy strategies and achieve significant impact on advocacy objectives around tax, domestic resource mobilization and inequality in Ghana.
- Implementation of specified components of the Tax Dialogue Project including influencing tax and fiscal justice, Government and Company policies, legislations and decisions for the benefit of target beneficiaries.
- Effective, timely and quality delivery of project activities and deliverables.

- Work with other Oxfam project/programme staff and partners in developing new program interventions and fundraising for project or programme financing.

- Perform any other tasks related to the project which may be advised by the management from time to time.
- Support the development of a country-level strategy to improve taxation, economic redistribution, natural resources and climate change financing issues.
- Lead the implementation of Oxfam’s work on private financing of Climate Change

**Partnership and coalition building, networking and support**

- Brokering, networking, managing and building relations with strategic private sector institutions, CSOs, Trade Unions, policy experts, academics, NGOs, coalitions, networks and relevant National Government Institutions particularly the Ministry of Finance and Revenue agencies in Ghana and the Parliament of Ghana where necessary.
- Support national CSOs and partners with capacity building and in delivering the project and programme outcomes and objectives including monitoring of project activities, review of work plans and budgets, facilitating linkages and learning as well as reporting.
- Build and manage a multi-stakeholder platform with multi-national and national corporations, investors, government and CSOs on good corporate governance and responsible business and tax practices.
- Organise and facilitate tax dialogue roundtable forums with multi-national and national corporations, investors, CSOs and government where necessary.
- Maintain regular communication and positive relationships with other Oxfam staff, external stakeholders and project beneficiaries.
• Act as an Oxfam contact person and advocate on taxation issues before the Government Agencies, international financial institutions, corporate, CSOs and the media. Represent Oxfam in NGO coalitions and events and play a lead role in NGO coalitions and working groups as appropriate to Oxfam’s expertise and program experience.

• Ensure a strong connection of the different related thematic pillars of work within the Country Strategy - issues on fiscal regimes, tax collection, administration and reform, inequality and it’s linkages to Energy and Climate Change.

**Research, knowledge generation, campaigns and policy influencing**

• Leading in research and advocacy on economic redistribution and fiscal justice, specifically to support partners in influencing policy issues related to fiscal redistribution, domestic resource management, inequality etc

• Continuously monitoring implementation of the project activities including budget tracking and periodic report for sharing with Oxfam management, development partners and stakeholders.

• To undertake research and scoping on the possible issues to be addressed and corporations to take part in the tax dialogue project.

• To support relevant research, policy analysis and lobbying on good corporate governance and responsible business and tax practices whilst taking into consideration gender, inequality and active citizenship.

• Ensure continuous coordination with the Programme Quality and Research Manager in implementing the monitoring and evaluation components of projects and documenting the lessons learnt for their application, quality assurance and for adjustments where necessary.

• Identify and articulate needs for advocacy oriented-research by working with the Programme Quality and Research Manager in the development of research and advocacy materials

• Develop and write policy papers, advocacy issue briefs, and research reports on the focus of the theme in collaboration with relevant Oxfam staff.

• Develop “case studies” on issues on the theme for use in broader campaigns.

• Manage staff, consultants and researchers as required, in accordance with Oxfam policy and procedures.

• Participate in communities of practice on DRM, fiscal justice, private sector etc. to share and bring in knowledge to Oxfam.

• Collaborate with media and programme staff to support the development of press and campaigning strategies that support policy change strategies related to the themes.

• Monitor and analyze domestic and international policies and practices related to fiscal justice, inequality and extractive industries, with an emphasis on implications for Ghana.

**Coordination internally within Oxfam (Ghana, Regional, Partner Affiliates, Oxfam International)**

• Share information on relevant initiatives like IFI, corporate and government policy positions, processes and opportunities for influence with regional offices and Oxfam International and Affiliate offices

• Provide policy and advocacy perspectives to Oxfam workshops and meetings relevant to the themes focus areas.

• Develop and maintain strong collaborative working relationships with relevant Oxfam regional and affiliate offices to take maximum advantage of advocacy opportunities as well as to
support to regional and global advocacy through policy analysis and help with local strategy development.
• Participate in relevant Oxfam in Ghana and Oxfam International team meetings, knowledge hubs etc.

Skills and Core Competencies

Skills
• Master’s Degree or higher in economics, financial management, public financial management, decentralized public Finance Management or any other relevant field with an in-depth knowledge of corporate tax issues. (E)
• Minimum 10 years’ relevant experience in fiscal policy and processes, public finance management, revenue sharing, transparency, natural resource and commodities finance, climate finance and governance issues along commodity supply chains. (E)
• Proven track record in high-level stakeholder engagements and in providing strategic advice and support to private sector, government institutions and/or CSOs in Ghana or beyond (E).

• Demonstrated experience in outreach and successful partnership building including facilitation and networking skills across a range of stakeholders, particularly with private sector, government, academia etc (D)
• High level policy analysis skills. (D)
• Knowledge of partnerships and partnership support, programming cycle, fundraising
• Ability to think strategically and creatively, undertake high level research, project management knowledge and skills and experience using participatory tools and methodologies for assessment, programme identification, implementation, monitoring and evaluation. (E)
• Ability and experience to coordinate and facilitate multi-stakeholder dialogue with a focus on bringing in large private sector
• Strong interpersonal and people management skills, including negotiation and self awareness. (E)
• Strong leadership skills to empower, motivate and develop individuals and teams around the world. (E)
• Able to lead on complex projects, including projects involving people from several areas of the organization across the world and from other organizations (E)
• A proven track record in policy and advocacy work (E)
• Strong experience of developing accurate power analysis, advocacy strategies, and global models of change, including awareness of political sensitivities. (E)
• Experience of campaigning in developing country contexts (D)
• Strong knowledge of, and work experience in economic inequality causes and trends, and/or corporate taxation and multinational enterprises activities in Ghana (E)
• In-depth knowledge of relevant institutions such as the World Bank, IMF and EC, their ways of working, their agendas, and how to influence them (D)
• Clear commitment to Oxfam’s mission to fight for social justice, including demonstrable understanding, experience of, and commitment to gender and diversity issues (E).
• Strong organizational and personal management skills, with ability to prioritize work issues to meet deadlines with minimal supervision and adjust to constantly changing situations while maintaining focus on delivery and follow-through (E)
• Excellent oral and written communication skills including strong negotiation skills with diverse teams and stakeholders (E)
• Fund raising, donor reporting and budget management skills (D)
• Ability to gather and apply lessons learned and to communicate this learning effectively to influence others for action – both internal and external audiences. (D)
• Demonstrated ability to work effectively and sensitively with different values systems and cultures.
  
  (E)
• A high level of self-awareness, initiative, sound judgement, personal energy and flexibility.
  
  (E)

**Key Behavioural Competencies:**

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<tr>
<th>Competencies</th>
<th>Description</th>
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<tr>
<td>Decisiveness</td>
<td>We are comfortable with making transparent decisions and with adapting decision-making modes to the context and needs.</td>
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<tr>
<td>Influencing</td>
<td>We have the ability to engage with diverse stakeholders in a way that leads to increased impact for the organization. We spot opportunities to influence effectively and where there are no opportunities we have the ability to create them in a respectful and impactful manner.</td>
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<tr>
<td>Humility</td>
<td>We put ‘we’ before ‘me’ and place an emphasis on the power of the collective, nurture the team and play to the strengths of each individual. We are not concerned with hierarchical power, and we engage with and trust and value the knowledge and expertise of others across all levels of the organization.</td>
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<tr>
<td>Relationship Building</td>
<td>We understand the importance of building relationships, within and outside the organization. We have the ability to engage with traditional and non-traditional stakeholders in ways that lead to increased impact for the organization.</td>
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<td>Listening</td>
<td>We are good listeners who can see where deeper levels of thoughts and tacit assumptions differ. Our messages to others are clear, and consider different preferences.</td>
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<td>Mutual Accountability</td>
<td>We can explain our decisions and how we have taken them based on our organizational values. We are ready to be held accountable for what we do and how we behave, as we are also holding others to account in a consistent manner.</td>
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<tr>
<td>Agility, Complexity, and Ambiguity</td>
<td>We scan the environment, anticipate changes, are comfortable with lack of clarity and deal with a large number of elements interacting in diverse and unpredictable ways.</td>
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<td>Systems Thinking</td>
<td>We view problems as parts of an overall system and in their relation to the whole system, rather than reacting to a specific part, outcome or event in isolation. We focus on cyclical rather than linear cause and effect. By consistently practicing systems thinking, we are aware of and manage unintended consequences of organizational decisions and actions.</td>
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<tr>
<td>Strategic Thinking and Judgment</td>
<td>We use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values.</td>
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<td>Vision Setting</td>
<td>We have the ability to identify and lead visionary initiatives that are beneficial for our organization and we set high-level direction through a visioning process that engages the organization and diverse external stakeholders.</td>
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<tr>
<td>Self-Awareness</td>
<td>We are able to develop a high degree of self-awareness around our own strengths and weaknesses and our impact on others. Our self-awareness enables us to moderate and self-regulate our behaviours to control and channel our impulses for good purposes.</td>
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<tr>
<td>Enabling</td>
<td>We all work to effectively empower and enable others to deliver the organizational goals through creating conditions of success. We passionately invest in others by developing their careers, not only their skills for the job. We provide freedom; demonstrate belief and trust, and we provide appropriate support.</td>
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The job description is not incorporated into the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may change from time to time in light of strategic developments following discussions with the post holder. The post holder will be expected to work to agreed objectives, which should facilitate achievement of key responsibilities in accordance with the performance of the review process.

**September 2017**