

Consultancy Position – IGC Research and Policy Officer Appointment with the International Growth Centre

Job Summary

- Location: Lusaka, Zambia
- Deadline: Applications will be reviewed on a rolling basis but will close by 17th October. Preference will be given to early applications.
- Length of Commitment: Approximately 40 – 60 days of work across four months. Applicants should be available to start as soon as possible, and no later than 1 November.
- Remuneration: approx. £100 per working day, depending on experience.

About IGC

Based at the London School of Economics and Political Science and in partnership with the University of Oxford, the International Growth Centre (IGC) aims to promote sustainable growth in developing countries by providing demand-led policy advice based on frontier research. Through an innovative model, the IGC directs a global network of world-leading researchers and in-country teams in Africa and South Asia and works closely with partner governments to generate high quality research and policy advice on key growth challenges. Established in 2008, the IGC is currently majority funded by the UK Foreign, Commonwealth and Development Office.

IGC's Tax Initiative

The IGC Tax Initiative is an initiative of the International Growth Centre that supports tax administrators and policy makers in developing countries with evidence-based research and data-driven solutions to develop effective approaches to make taxation work for development. The initiative uses a collaborative and demand driven approach to address priorities and help alleviate the constraints faced by policy partners.

About this role

IGC is seeking to appoint a Zambia-based consultant to support the IGC Tax Initiatives work in Zambia through contributing to policy-focused research, data gathering and analysis, supporting stakeholder engagements, and undertaking some administrative responsibilities.

The **successful applicant** should have the following skills and experience:

- A strong interest in tax policy in Zambia
- A post-graduate degree in economics, public policy, or PhD in the same.
- Excellent data skills and competence with STATA.
- Experience working with a field survey research team.
- Good writing skills and ability to clearly articulate technical concepts to a policy audience.
- A desire to drive policy change from their work, specifically promoting sustainable economic growth in developing countries.
- Ability to work independently and self-motivate.
- A flexible, problem-solving, solution-oriented mindset.
- A background working in the field of taxation will be an added advantage.
- Experience of working with policymakers or government in emerging countries of Sub-Saharan Africa or South Asia would be of benefit.

List of services

1. In conjunction with a government department, work with the research team to test policy experiments to increase tax compliance.
2. Supervise the survey firm managing field work in Zambia to ensure that policy experiments are carried out according to the Research Team's specifications.
3. Work on data extraction and analysis of large admin datasets.
4. Work with the IGC Tax Initiative to draft policy papers, policy briefs and blogs on the tax initiative themes.
5. Provide other related services to IGC research projects in Zambia, as needed.

Application process: Applications will be reviewed on a rolling basis. Please submit the following in a PDF format to zambia@theigc.org with the subject title "*Zambia Research and Policy Officer*":

- (a) a CV (no longer than two pages) and
- (b) a short cover letter (clearly highlighting how you meet the criteria above using examples of your skills and experience, in no longer than 1-page)
- (c) A relevant writing sample of no longer than 2000 words. This could be a blog, a research article, or an excerpt from it. We would prefer a single-authored publication, but a joint authored one can also be submitted.

Please note, due to the high expected volume of applications, **we will be unable to confirm the receipt or outcome of the application for unsuccessful candidates**. If we don't respond in two weeks, please consider the application unsuccessful. We will be interviewing short-listed candidates over Zoom.

This is a consultancy contract and remote position. As part of the contractual arrangement, the successful candidate will be paid upon delivery of the assigned tasks. We can't sponsor visas for this role. We expect the successful candidate to be based in Zambia and can attend in-person meetings in Lusaka, if COVID-19 containment regulations permit at the time. Candidates must be able to work from home and have access to a stable internet connection.

If you have any questions about the position, please reach out to IGC's thematic lead for tax, Twivwe Siwale twivwe.siwale@theigc.org.

To find out more about the International Growth Centre, please go to www.theigc.org.