

## IGC Research and Policy Officer

Consultancy position

Appointment with the International Growth Centre (IGC)

- Location: Ndola, Zambia
- Deadline: Applications will be reviewed on a rolling basis but will close by 6<sup>th</sup> May. Preference will be given to early applications.
- Length of Commitment: approx. 3.5 months (approx. 70 working days), subject to suitable performance. Applicants should be available to start as soon as possible, and no later than 20<sup>th</sup> May 2022.
- Remuneration: approx. £70 per working day, depending on experience.
- Contract type: consultancy.

**About IGC:** The [International Growth Centre](#) (IGC) works with policymakers in developing countries to promote inclusive and sustainable growth through pathbreaking research. The IGC is a global research centre with a network of world-leading researchers and a set of country teams across Africa, South Asia, and the Middle East. Based at LSE and in partnership with the University of Oxford, the IGC is majority funded by the UK Foreign, Commonwealth and Development Office (FCDO).

This project is a partnership between two of IGC's policy initiatives, [Cities that Work \(CtW\)](#) and [Tax for Growth \(T4G\)](#). CtW is an IGC initiative that translates economic research and practical insight into clear urban policy guidance and support for policymakers. Over the past three years, CtW has undertaken significant impact-driven collaborations with several policymakers, including Mayors and Ministers, to support evidence-based urban policy reforms. The initiative is led by a Council that is chaired by Ed Glaeser (Harvard) and includes Sir Paul Collier (Oxford), Jennifer Musisi (former head of the Kampala Capital City Authority), and Tony Venables (Manchester) as members.

**T4G** is IGC's most recently constituted policy initiative focused on taxation as a driver for growth in developing countries. T4G supports tax administrators and policymakers 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 policymakers in developing countries.

**About this role:** IGC is seeking to appoint a Zambia-based researcher to support its work on Property Taxation in Zambia. The taxation of land and property is an underutilised source of public finance in Zambia despite rapid urbanisation and a national focus on empowering local authorities. This project is a new collaboration with the Ndola City Council to understand the constraints the city faces in collecting taxes on properties and to identify the key areas for reform to focus further research and collaboration.

The successful applicant will have:

- A bachelor's degree in economics, public policy, urban planning (ideally with courses in development economics), or a higher degree in the same.
- A strong interest in taxation and/or urban and economic development policy in Zambia.
- Ability to work independently and self-motivate and bring a proactive approach to the role.

- Strong organisational and data management skills. Including work on cataloguing large document registries.
- Strong analytical and writing skills and an interest to conduct policy analysis (under supervision of the project lead), write clearly for a policy audience, and contribute to conversations with senior policymakers.
- Ability to critically read academic research, especially economic research, and summarise relevant knowledge.
- Some experience in supporting research or policy work will be of benefit.

### List of services

- Conduct a review of Zambia's nationwide property tax system, including the laws that provide the institutional framework to local authorities.
- Conduct a review of the administrative data - including the tax registry and property roll of Ndola City Council to analyse the current system in the city.
- Manage a targeted survey of taxpayers, inspectors, and officials.
- Map key reform priorities that can be used as a foundation for further study, including a valuation pilot that can explore different valuation techniques.
- Undertake some project management tasks, including arranging meetings with key partners, as assigned by the project lead.
- Undertake any other additional tasks as the work in Zambia develops, based on policymaker demand.

**Application process:** Applications will be reviewed on a rolling basis. Please submit the following in a PDF format to [zambia@theigc.org](mailto:zambia@theigc.org) with the subject title “*IGC Research and Policy Officer- Ndola*”:

- (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)

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.

If you have any questions about the position, please reach out to the project leads , Shahrukh Wani [shah.rukh@bsg.ox.ac.uk](mailto:shah.rukh@bsg.ox.ac.uk) or Twivwe Siwale [twivwe.siwale@theigc.org](mailto:twivwe.siwale@theigc.org).

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 Ndola possibly embedded at the Ndola City Council. The role will also involve frequent travel to Lusaka for meetings, if COVID19 containment regulations permit at the time. Candidates must be able to work from home and have access to a stable internet connection.

**To find out more about the International Growth Centre, please go to [www.theigc.org](http://www.theigc.org).**