



Vacancy: Project Assistant(1 position)

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.

About the role

To provide strategic leadership to the National Taxpayers Association to manage its economic justice program, strengthening public services and assisting the office of the National Coordinator.

Personal Specification

- Proven 2 years and above experience in 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 English and Swahili.
- Proven excellent writing skills.

Qualifications:

Education

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

- a. Have a master degree in either Economics, Political Science, Development Studies or Law;
- b. A certificate from KESRA will be an added advantage

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 team agenda before 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.

Note: This is a hybrid position and is based in Nairobi.

How to apply

Please email CV, Cover letter and references as well as salary expectations to **jobs@nta.or.ke**, by the close of business on 10th February, 2025. Please indicate the position applying for on the email subject. The NTA is an equal opportunity employer