



**Job Description: Researcher (African Hub, francophone)**

2 August, 2017

**Employer:** Tax Justice Network Limited, United Kingdom

**Salary:** competitive

**Hours:** Min. 60% Full Time Equivalent (37.5 hours per week pro rata), tbd

**Accountable to:** FSI Programme Lead/Director

**Responsible for:** Research, including networking and impact esp. in Africa, on Financial Secrecy Index and Corporate Tax Haven Index

**Location:** Home-office based, in francophone Sub-Saharan Africa

The **francophone African hub researcher** will be part of TJN's core research team on the Financial Secrecy Index (FSI) and on the Corporate Tax Haven Index (CTHI), a new project in development. The Financial Secrecy Index is TJN's flagship research project with a technically sophisticated database containing data derived, among others, through rigorous legal analysis. This research will involve collecting, comparing and reviewing existing data relating to the financial secrecy mainly of African jurisdictions.

Once familiar with the projects, the researcher will lead the research on francophone African countries and the expansion of the Financial Secrecy Index to eventually cover most of Africa. Similarly, the researcher will coordinate and later lead on the Corporate Tax Haven Index related research, advocacy and outreach in francophone Africa. By doing so, the researcher will build and strengthen cooperation with research institutions across Africa, and through research and technical analysis support advocacy and campaign communities, including a francophone podcast on tax issues.

The researcher / analyst is expected to be able to work highly independently to the highest academic and integrity standards. Exceptional attention to detail will be required while prioritising and completing tasks under strict deadlines. The post holder will be required to record and monitor against key indicators and prepare a range of reports in a timely manner as well as undertaking some project administration.

**Responsibilities:**

- Desk-based research feeding (and later leading) the FSI and CTHI on francophone jurisdictions (data collection, evaluation and interpretation)
- Establishing and curating (informal) research contacts & networks with universities & think tanks across Africa, feeding into the FSI & CTHI research projects
- Supporting and coordinating with advocacy and campaign communities in Africa, especially with Tax Justice Network Africa and its regional and national branches
- Providing in depth expert review (incl. reviewing of legal, reputational and libel risks, possibly jointly with TJN directors) of monthly francophone podcasts produced by TJN
- Supporting TJN in answering media requests related to Africa, and writing regularly for TJN Blog
- Participation in the strategic development of the FSI/CTHI projects
- Alerting TJN directors to risks and difficulties arising related to the project, be they strategic, financial or 'political'
- Optionally, the researcher might take on a role in social media distribution of contents/TJN media work, and optionally might help curating the French language translation of FSI/CTHI websites
- Attending and contributing to TJN core team meetings as and when required
- Representing TJN at seminars, conferences etc. as and when required

**Person Specification:**

- Outstanding analytical skills
- Outstanding French written and verbal communication skills, including the ability to make complex legal, tax and financial issues accessible
- Basic English written and verbal communication skills, other languages are desirable
- Strong sense of teamwork and collaboration, with a positive and proactive approach to tasks
- A passion for tax justice issues and international development
- Completed university degree, preferably in law, economics, politics, or accounting
- Strong IT skills and a sound knowledge of Microsoft Office, particularly MS Excel and ideally MS Access
- Ability to apply good judgment consistently and make good and responsible decisions, including in managing risk
- Excellent time management, forward planning and prioritisation skills
- Ability to work under pressure and to deadlines
- Ability to maintain the highest degree of confidentiality regarding all aspects of work at all times
- Commitment to own professional development

**Additional Information:**

This job description might be reviewed and adjusted before contract signature.

Please follow the instructions below precisely. Applications that do not follow the guidance laid out below may not be processed.

*Application deadline and email:* Please send in your application pack (see below) to this email address: [applications2017@taxjustice.net](mailto:applications2017@taxjustice.net), no later than 31 August 2017, 23.59 pm Brussels Time.

Please write in the subject header of your email "FSI Research Hub Francophone Africa – Application"

*Application pack:* Please send in a covering letter not exceeding 2 pages and your cv in one single pdf with continuous page numbering. Please name the pdf file as follows: "FRANC2017\_FSI-HUB-AFRICA\_\*LASTNAME\*", where \*LASTNAME\* should be replaced by your last name, in capital letters.

*Provisional Dates for interviews:* 4-8 September, 2017

TAX JUSTICE NETWORK LIMITED (TJN)

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Unique Tax Reference (UTR): 402 18164 21760

HMRC charity reference number: EW07888

<https://beta.companieshouse.gov.uk/company/05327824>

More Information: [www.taxjustice.net](http://www.taxjustice.net)