

KEY FACTS

Application closing date:	31 January 2021 (though we will shortlist and interview as applications are submitted and may appoint and close the vacancy before the closing date)
Start date:	Immediately / as soon as possible
Reports to:	Senior Researcher, Financial Secrecy
Contract:	Fixed-term contract (ending 31 December 2022)
Hours:	100% FTE (37.5 hours per week) – will consider part time with a minimum of 60% (22.5 hours a week)
Salary:	\$39,720 - \$47,664 (depending on experience and skills) per year
Location:	Preferably within Latin America

ORGANISATION

The [Tax Justice Network](#) is an independent international network, launched in 2003. It is dedicated to high-level research, analysis and advocacy in the area of international tax and financial regulation, including the role of tax havens. We map, analyse and explain the harmful impacts of tax evasion, tax avoidance and tax competition, and support the engagement of citizens, civil society organisations and policymakers with the aim of a more just tax system. We pursue systemic changes that address the international inequality in the distribution of taxing rights between countries; the national inequalities – including gender inequalities – that arise from poor tax policies; and the national and international obstacles to progressive national tax policies and effective financial regulation. The Tax Justice Network is supported by grants from Norad, the European Union, the Ford Foundation and others. We are a virtual organisation, with staff working from home across multiple countries and continents.

ROLE DESCRIPTION

The Latin America researcher will form part of our core research team for the [Financial Secrecy Index](#) and the [Corporate Tax Haven Index](#).

The research will involve collecting, comparing and reviewing legal data relating to the financial secrecy and corporate tax policies of a number of jurisdictions and coordinating the research, advocacy and outreach relating to the Indices within Latin America. The researcher will support networks and strengthen collaboration with research institutions across Latin America and provide research and technical analysis to support Latin American advocacy and campaigning movements. Once familiar with the Indices and the Tax Justice Network's wider research work, the post-holder will initiate and lead on research projects and on the expansion of the number of Latin America countries included in the Indices.

The researcher is expected to be able to work independently to the highest academic standards, demonstrating exceptional attention to detail while prioritising and completing tasks to strict deadlines. The post-holder will be working within an existing research framework with responsibility for the recording and monitoring of data against key indicators as well as prepare a wide range of reports and undertake some project administration. The role will involve frequent travel across the region, as well as regular travel to other parts of the world (including to Tax Justice Network events and conferences in Europe).

KEY RESPONSIBILITIES

- Undertaking desk research and analysis in support of the Financial Secrecy Index and the Corporate Tax Haven Index in several countries across Latin America (data collection, evaluation and interpretation)
- Establishing and building research networks with universities and think tanks across Latin America
- Supporting and coordinating with relevant advocacy and campaigning communities in Latin America
- Representing the Tax Justice Network at research and policy seminars and conferences in Latin America
- Responding to media requests to the Tax Justice Network about Latin America and writing blog posts
- Promoting the Tax Justice Network's research and policy outputs in Latin America through social media
- Contributing to the development of the Financial Secrecy Index and the Corporate Tax Haven Index
- On demand support of the production of the Tax Justice Network's monthly Portuguese and/or Spanish podcast
- Attending and contributing to core team meetings of the Tax Justice Network as and when required
- Translating or reviewing translations of documents and webpages into Spanish and/or Portuguese

PERSON SPECIFICATION

Skills and experience

- Completed university degree, preferably in law, economics, politics, or accounting
- Outstanding analytical skills
- Outstanding written and verbal communication skills in both English and Spanish or Portuguese, including the ability to make complex legal, tax and financial issues accessible, without jargon
- Strong IT skills and a sound knowledge of Microsoft Office, particularly MS Excel

Attributes

- Strong sense of teamwork and collaboration, with a positive and proactive approach to tasks
- Ability to apply good judgment consistently and make responsible decisions, including in managing risk
- Excellent time management, forward planning and prioritisation
- Ability to deliver work of the highest standards under pressure and to deadlines
- Open to feedback and review with the ability to adapt work and working style accordingly
- Willingness to maintain the highest degree of confidentiality regarding all aspects of work at all times
- Commitment to own professional development
- Passion for tax justice and international development issues

HOW TO APPLY

Please upload a CV (resume) and answer a set of questions addressing some of the skills and attributes listed along with your motivation for applying at <https://airtable.com/shrMVogScWY4wilwi> by 23:59 GMT on Sunday 31 January 2021. Please apply in English.