

## Appendix 1

### **JOB Description**

#### **Global Campaigns and Policy Advocacy Coordinator – Asia**

The Global Alliance for Tax Justice is looking to hire a policy and strategy coordinator on contract for a one-year period. The Global Alliance for Tax Justice is working to create a world where fair and transparent tax policies counteract inequalities within and between nations and generate the public funding needed to ensure human rights, including the rights of women and vulnerable groups, a healthy and sustainable environment, strong social protection floors and quality public services for the common good of all. The Global Alliance for Tax Justice is south-led and directed by its five autonomous regional tax justice networks, and works in coalition with trade unions, NGOs, and other civil society groups.

#### **ROLE**

This role is based within the GATJ Secretariat and works in cooperation with the GATJ Coordination Committee (CC) and TAFJA Coordination Committee.

The job responsibilities will involve strengthening implementation of campaign activities and policy coordination in Asia as part of GATJ's international campaigns and policy advocacy work.

More specifically, responsibilities will include:

- Based on the GATJ strategy framework and in close collaboration with the CC of GATJ and the rest of the GATJ Secretariat, contributing to further development of the GATJ Campaigns, including updating the policy change objectives, strategies, and campaign tactics for 2024 and beyond.
- Contribute strongly to the policy function, assisting in the development of new policy positions and campaigns asks, particularly on issues like global tax rules, taxation in the extractives, tax and gender, tax and environment, tax and human rights, and by providing information on the regional campaigns and policy positions.
- Fulfil the internal communications function by providing case studies on relevant issues, feeding articles into the newsletter and both providing information to the secretariat (for global campaigns, policy, and communications functions), as well as within the region, and when necessary, across to other regions.
- Share information on GATJ's agenda, proposals, and campaigns across the regions, ensuring members are informed about campaigns activity and up to date with policy development processes.
- Take on a key coordinating role when campaigns actions are being implemented globally and in the Asia region.
- Lead on key implementing tasks in the region such as 'surveying' research gaps, models, best practice, and opportunities in the region to support policy and campaigns work in global processes, as laid out in the new strategic plan.
- Attend the GATJ and TAFJA CC meetings as a staff member from the region and attend priority working groups (or work closely with a regional or national member representative to ensure there is consistent attendance at priority working groups from the region);



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- Assist the regional network structure with any special event organising in the regions, including supporting the organisation of key global events such as global issues conferences or south-south exchange events.
- Work closely with the regional network structure to support core regional network events such as annual trainings, strategy events, general assemblies, webinars etc.
- Identification of emerging issues and new opportunities for long-term work such as tax and fiscal policies for achieving the SDGs, making taxes more progressive, and gender positive tax policies.
- Reinforcing the work of key Global Alliance Working Groups by surveying resources available to hold issue-specific conferences to bring people together and elaborate our policy positions and plans for achieving our goals.
- Supporting our representatives to engage with decision-makers in key upcoming international forums such as the UN FfD and UN General Assembly resolution processes.
- Representing GATJ and its adopted policy positions to external actors, including diverse justice movements (trade unions, human rights, gender, environment etc.).

## **KEY OUTCOMES**

- Existing key policy positions and messages of GATJ are shared and owned by its regional members.
- New joint GATJ policy positions that inform and underpin our campaign and advocacy messages.
- All policy positions of GATJ reflect the diversity of regional contexts and their convergence at the global level.
- GATJ policy positions and advocacy initiatives focus on perspectives and interests of the Global South within a global context of tax justice issues.
- Increased South-South experience exchange and learning.
- GATJ Coordination Committee, regional network members, and the rest of the GATJ Secretariat are actively engaged in the strategic planning and development consultation.
- The contribution of GATJ partners, allies, advocacy targets, funders and other relevant institutions and CSOs to the consultation is reflected in outcome documents and policy positions.

## **ROLE REQUIREMENTS**

### **Strategy development and policy analysis skills**

You have:

- Knowledge and capacity to analyse tax justice and economic justice issues
- The ability to diplomatically support the work of regional member networks and contribute to crucial campaigns to challenge corporate power and promote tax justice.
- You respond and adapt quick processes and structures involving a complex geographic, socio-economic, and cultural diversity.
- Strong facilitation skills, and the ability to steer the process of developing new policy positions, in close cooperation with members and allies.
- Wide ranging experience in policy analysis and tax /economic justice policy advocacy at a senior level.



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- Strong organizational skills and experience with organisational development. You are able to provide policy support to the GATJ CC and coordinate the strategic development of the organization.
- Strong language skills. You must be highly proficient in English; Fluency in other languages spoken in Asia would be an asset.

## **RELATIONSHIPS**

### **Internal**

- You are expected to build strong internal relationships and trust to facilitate ways of working in a globally networked organization that enable policy and advocacy initiatives to thrive and produce significant impact.
- Main internal relationships are with GATJ-CC and other Secretariat members, plus GATJ regional members, working groups and other platforms the GATJ is involved in.

### **External**

- You will contribute to strengthening key external relationships with committed partners and other INGOS, allies and CSO platforms acting globally, with UN bodies, other global, bilateral and multilateral development agencies, and funders.