



## Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

**Job title:** Policy Economist (Tax for Growth Initiative)

**Department/Division:** International Growth Centre **Accountable to:** Head of Tax for Growth Initiative

Competency	Criteria	E/D
<b>Knowledge and experience</b>	Demonstrated understanding of policy-relevant economic research.	E
	Possession of a MSc/MPA/MPP degree in economics, public policy/administration, development economics, or a related discipline by date of application.	E
	Experience of programme management and understanding of monitoring and evaluation methods and processes in the field of development economics or a related area.	E
	Demonstrated understanding of quantitative analysis.	E
	Demonstrated expertise on economic issues in high demand from policymakers in developing countries, such as macroeconomic management, taxation, and public financial management.	E
	Experience of coordinating research or policy projects and supporting policy dialogue.	D
	Experience in the delivery of policy events and conferences.	D
	Thematic expertise on taxation in developing countries.	D
<b>Communication</b>	Ability to construct clear and concise arguments to facilitate the translation of research into policy recommendations.	E



	Evidence of excellent written and oral communication skills, in particular evidence of explaining technical information to non-specialist audiences.	E
<b>Teamwork and motivation</b>	Demonstrated ability to work as part of a team, preferably in a developing country context.	E
	Ability to work with a range of teams across a large and complex organisation	E
	Experience of having worked with virtual teams and/or on projects with team members in multiple locations	D
<b>Liaison and Networking</b>	Willingness to travel to Africa, South Asia and Middle East frequently and engage with or stakeholders in these regions.	E
	Demonstrated strong ability to interact with policymakers, such as past work with government officials, NGOs, think tanks and aid agencies.	D
	Ability to contribute to networking by identifying key people to foster working relationships with.	D
<b>Planning and organisation</b>	Demonstrated ability to plan and organise own workload in order to consistently meet deadlines, often under pressure.	E
	Evidence of the ability to work independently as a dynamic self-starter with minimum supervision.	E
	Evidence of attending to detail while producing timely work.	E
	Demonstrated ability to prioritise work given by a number of colleagues.	D
	Demonstrated ability to work with others to organise events such as policy conferences, stakeholder workshops and research/policy seminars.	D

**E – Essential: requirements without which the job could not be done.**



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**D – Desirable: requirements that would enable the candidate to perform the job well.**