



JOB TITLE – TRADE, TAX & INVESTMENT POLICY ANALYST

BACKGROUND

The Southern and Eastern Africa Trade Information and Negotiations Institute (SEATINI) Uganda is a regional non-governmental organization that works to promote pro development trade, fiscal and related policies and practices for sustained equitable development and improved livelihoods in Uganda and the East African region. Our Vision is “*A Strong and Confident Africa in World Trade*”. Our Mission is “To strengthen stakeholders’ capacity to influence trade, fiscal and related policies and processes through research and advocacy, alliance building and networking, capacity building and training, and information sharing”

SEATINI Uganda is seeking eligible and qualified applicants for the position of Trade, Investment and Tax Policy Analyst will be based in Kampala, Uganda.

MAIN PURPOSE OF THE JOB

- To provide technical support to deliver program objectives in line with organizational strategy

DESCRIPTION OF DUTIES & RESPONSIBILITIES

The Policy Analyst - **Trade, Tax and Investment Policy Analyst** will perform the following Responsibilities:

1. Undertake research to produce research outputs (e.g. Policy briefs, Research Studies, Issue Papers, Working papers, etc.)
2. Participate in program and project planning and management
 - ❖ Participate in planning of projects under the thematic area from start to completion involving deadlines, milestones and processes
 - ❖ Support the development of periodic program and project work-plans and budgets
 - ❖ Support the development of synergies and linkages across the different projects and programs to contribute to the thematic area
3. Support organizational fundraising initiatives
 - ❖ Identify fundraising opportunities for the thematic area and together with the respective program teams
4. Support networking and partnership arrangements for the organization
 - ❖ Participate in partner meetings and workshops and provide feedback on issues for organizational learning
5. Development of narrative reports from the different programs and projects
 - ❖ Analyze monthly reports and budgets from different line programs and projects to generate issues for discussion/action for the Senior Management Team
 - ❖ Develop program quarterly reports
6. Ensure timely development of program narrative reports and submission to respective donors.



7. Offer mentorship to staff under your program
8. Identify innovations to propel SEATINI programs and ensure it remains vibrant and relevant.
9. Participate in monitoring and evaluation of program/project activities and take appropriate steps to ensure that the desired results/outcomes are realized.
10. Any other duties as may be assigned by the Executive Director.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Development Studies, Law, Economics, Bachelor of Commerce, International Trade or any other related field.
- Additional qualifications in project management, monitoring and evaluation will be an added advantage.

WORK EXPERIENCE

- A minimum of two years' experience in public policy research and advocacy and program/project management.
- Experience working in an NGO setting.

KEY PERFORMANCE INDICATORS

- Effective program delivery
- Timely reporting
- Vibrant partnerships

COMPETENCIES

- Knowledge of trade, fiscal and investment related issues but candidates with a strong interest in engaging in this area will also be considered
- Ability to apply change, risk and resource management principles
- Ability to apply economic theories and concepts in different sectors of economic and sustainable development. Ability to conduct independent research on economic topics, determine suitability, validity and accuracy of data provided by different sources
- Proven experience as Policy Analyst in a reputable not for profit organization
- Thorough understanding of project/program management techniques, methods and principles
- Excellent command of statistical software and strong analytical skills
- Experience in working with policy-makers
- Ability to work independently and take initiative
- Attention to detail, particularly in econometric analysis
- Ability to prioritize, maintain clear timelines and deliverables
- Outstanding knowledge of reporting and budgeting



Strengthening Africa in World Trade

- Working knowledge of MS office and program management applications
- Excellent organizational and leadership skills
- An analytical mindset with great problem-solving abilities
- Excellent communication skills i.e. Excellent (English) writing skills



TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

PLANNING & ORGANIZING: Develops clear goals that are consistent with agreed strategies; identifies priority activities; adjusts priorities as required; allocates appropriate amount of time for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

APPLICATION PROCESS

If you are confident that you will fulfil the above minimum requirements and interested in this opportunity, please send your application strictly on email to: info@seatiniuganda.org with **"TRADE, TAX & INVESTMENT POLICY ANALYST"** in the subject line.

Applications should include a Cover letter (maximum two pages), detailed CV, particulars and contacts of 3 referees to be sent to SEATINI Uganda by 21st October 2024 at 5:00pm. The applications should be addressed to the Human Resource Officer, SEATINI Uganda.

Short-listed candidates will be contacted by email to arrange an interview.

SEATINI is an equal opportunity employer and does not discriminate based on age, religion and ethnicity.